

Ideas

Your purpose is to inform, explain, teach, define, clarify, or examine a subject or concept using:

- 1. facts and statistics
- 2. descriptive details
- 3. analysis
- 4. evaluation
- 5. definition
- 6. humor
- 7. personal anecdotes
- 8. cause and effect
- 9. compare/contrast
- 10. problem/solution

} *methods*

Organization

Choose between:

- Introduction, descriptive information, conclusion
- Introduction, description of events in chronological order, conclusion
- Introduction, comparison/contrast, conclusion

At the end of the piece, you should be able to answer, "What is the writer describing or explaining?"

Use one of the following organizational structures:

- 1. Cause and Effect
- 2. Classification
- 3. Compare/Contrast
- 4. Definition/Description
- 5. Problem/Solution
- 6. Order of Importance
- 7. Spatial Order

Expository Writing

Style

Your tone should be:

- 1. direct
- 2. unemotional
- 3. objective regarding stated facts

Bring your piece to life using:

- 1. descriptive details
- 2. appeals to reasons and common experience
- 3. technical language
- 4. addressing the reader

Conventions

Sentence Formation
Usage
Mechanics

Questions To Ask Yourself After You Write Your Expository Piece

- Did you maintain a consistent focus and point of view?
- Did you fully develop your controlling idea with specific details, examples, and elaboration?
- Did you include a well-developed introduction, body, and conclusion?
- Did you include relevant examples, facts, anecdotes, and details?
- Did you use an appropriate organizational strategy?
- Did you use descriptive language and a lively voice?
- Does your piece have a sense of completeness?

Expository Writing Checklist

Prepare Yourself to Write

- Read the *Writing Situation* and *Directions for Writing* carefully.
- Brainstorm for ideas.
- Decide what ideas to include and how to organize them.
- Write only in English.

Make Your Paper Meaningful

- Use your knowledge and/or personal experiences that are related to the topic.
- Explain, clarify, and define your ideas.
- Establish a clear controlling idea.
- Fully develop your controlling idea with specific, supporting details.
- Organize your ideas in a clear and logical order.
- Write an expository essay and stay on topic.

Make Your Paper Interesting to Read

- Think about what would be interesting to the reader.
- Use a lively writing voice that shows your interest in the topic.
- Use precise, descriptive, vivid words.
- Vary the type, structure, and length of your sentences.

Make Your Paper Easy to Read

- Indent to start a new paragraph.
- Use effective transitions.
- Write in complete and correct sentences.
- Capitalize, spell, and punctuate correctly.
- Make sure your subjects and verbs agree.

What Expository Writing Is and Is Not

An effective expository composition . . .
establishes a clear controlling idea.
uses clear, complete descriptions and/or explanations to develop the controlling idea.
contains an appropriate organizational strategy for the purpose of explanation, description, comparison and contrast, or problem and solution.
is multi-paragraph writing.
fully develops the controlling idea with specific details and examples.
blends personal experience and knowledge to inform the reader about the topic.
uses lively writing voice that develops the reader's interest.
uses engaging language and varied sentences.
introduces the reader to the topic, fully develops the topic, and provides a sense of closure.
may contain a short narrative in the introduction to engage the audience.
contains correct sentences, usage, grammar, and spelling that make the writer's ideas understandable.

An effective expository composition is NOT . . .

copying words or information from the writing topic.

a list of facts, a story, and/or personal anecdotes that are unrelated to the topic.

a response in which ideas are not presented in logical order.

a single paragraph.

formulaic writing or a repetitive, standard five-paragraph formula that overshadows the information instead of explaining it.

an encyclopedic coverage of facts or an abundance of facts that are unrelated to the topic.

flat, uninteresting writing.

an essay that contains imprecise language and little sentence variety.

writing that provides information without introducing, developing, and/or concluding the topic.

writing that consists entirely of a story that does not inform the audience about the topic.

incorrect sentences, usage, grammar, and spelling that distract the reader from the writer's ideas.