

CREATING AN INFORMATIONAL TEXT

OLC40

STEP 1- SELECT YOUR TOPIC

Select a topic that is interesting to you and relevant to your target audience. Ensure that it's specific enough to cover in-depth yet broad enough to provide ample information. If the topic is assigned, be sure that you understand it clearly.



STEP 2: CONDUCT RESEARCH:

Gather information from **reliable and credible** sources. Use the WH questions to ensure that you are covering every angle of the topic and that you have not missed key information. It is better to have too much information than not enough. Take notes and organize your findings to have a clear understanding of the topic.



STEP 3: CREATE AN OUTLINE

Plan the structure of your informational text by creating an outline. It should include an introduction, main body paragraphs, and a conclusion. Each main body paragraph should cover a specific subtopic related to the main theme.

5-Paragraph Essay Outline

Introduction

Thesis

Paragraph 1

Paragraph 2

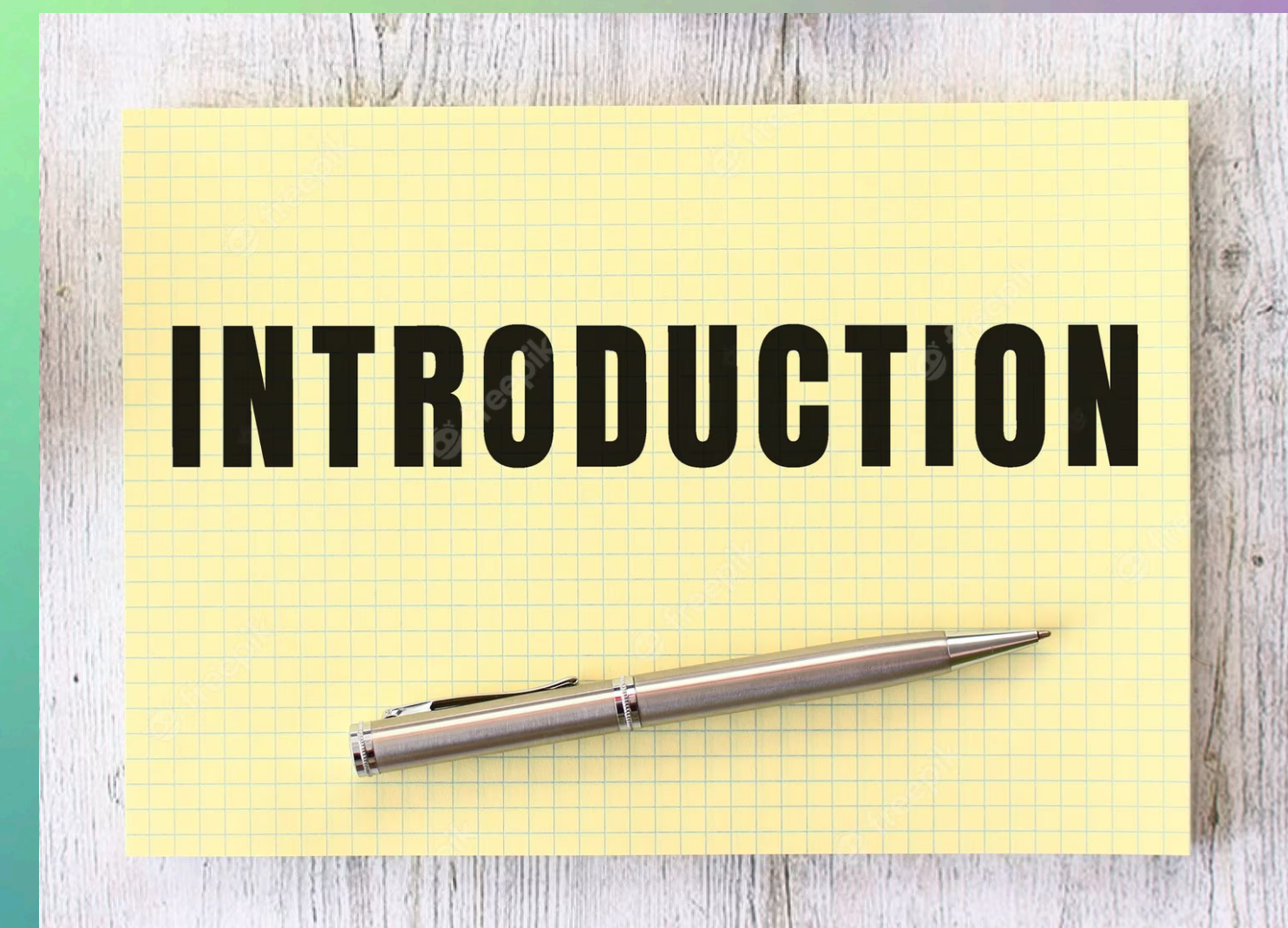
Paragraph 3

Conclusion

STEP 4: WRITE THE INTRODUCTION

The introduction should grab the reader's attention and provide a clear overview of the topic.

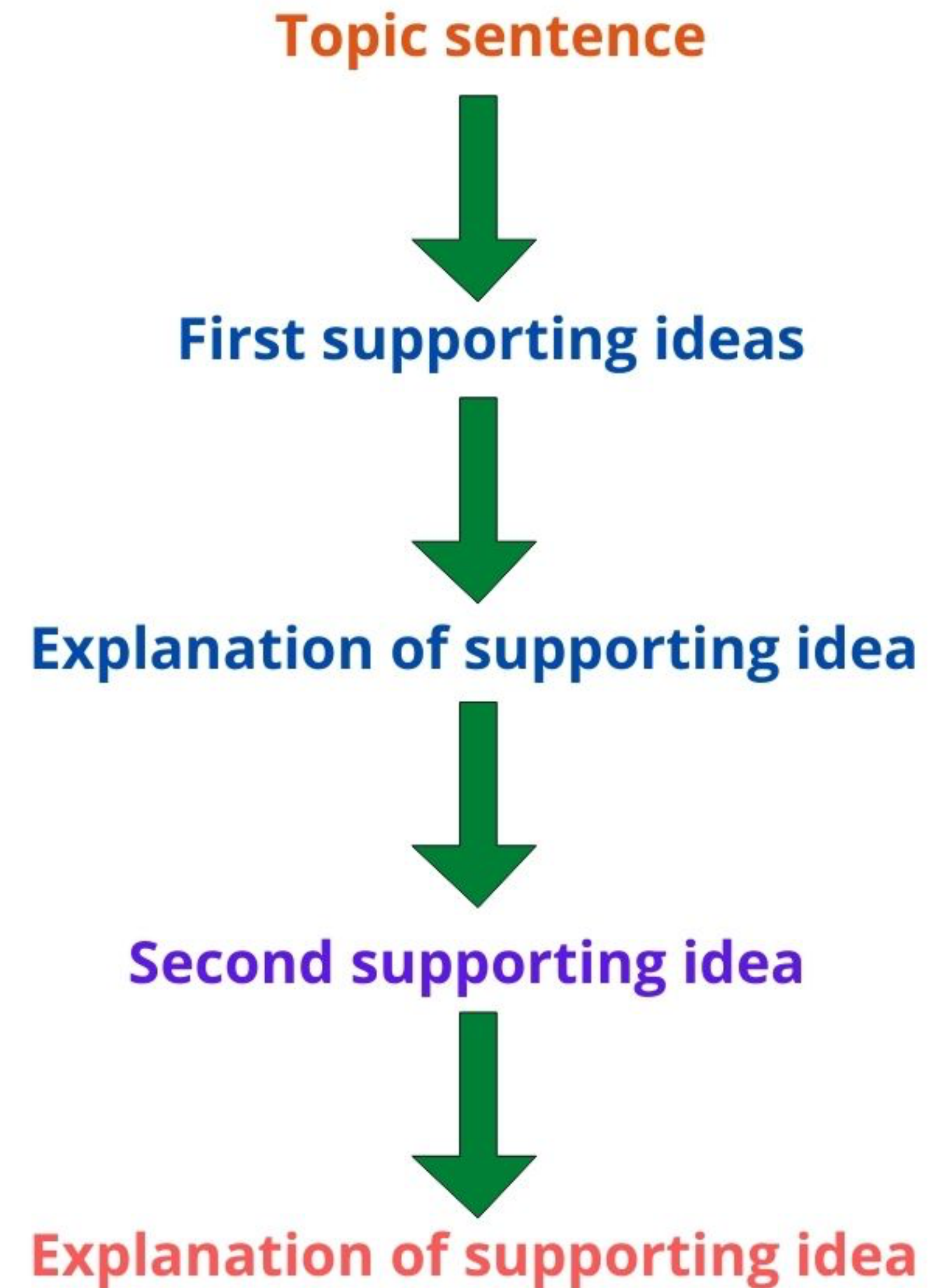
It may include a hook, some background information, and a thesis statement that states the purpose of your informational text.



STEP 5: DEVELOP THE BODY

Each main body paragraph or section should focus on a single point or subtopic. Begin each paragraph/ section with a topic sentence that introduces the main idea of that paragraph.

Then, provide supporting evidence, examples, statistics, or anecdotes to back up your points.



STEP 6: PROVIDE EVIDENCE AND EXAMPLES

Back up your claims with evidence from your research.

Your information must be factual.



STEP 7: WRITE THE CONCLUSION

Summarize the main points discussed in the body and restate the significance of your topic. Avoid introducing new information in the conclusion and end with a strong closing statement that leaves a lasting impression.

In conclusion, ...

STEP 8: CHOOSE VISUALS

If your topic can be better explained with visuals like charts, graphs, or images, include them to enhance understanding.

Visuals can make complex information more accessible and engaging. Also consider other formatting features, including subtitles, highlighted and bolded words and phrases.



STEP 9: CITE YOUR SOURCES

Provide proper citations for all the sources you used. This simply means that you must provide a link to the article, video or other source that you used in your writing. You must state the author in your citation. Use the appropriate citation style (e.g., APA, MLA, Chicago).

In-text Citations

You use only a few basic details

The researcher describes a virtuous person as one “who acts and feels as he or she should, for the right reason considering the circumstances” (Alvaro 770).

Works Cited List

You use ALL of the details

Alvaro, Carlo. “Ethical Veganism, Virtue and Greatness of the Soul.” *Journal of Agricultural and Environmental Ethics*, vol. 30, no. 6, 16 Nov. 2017, pp. 765-781. SpringerLink, <https://doi.org/10.1007/s10806-017-9698-z>.

STEP 10: EDIT AND REVISE

After completing the first draft, take a break and then come back to review and edit your work. Check for clarity, coherence, and overall flow. Eliminate grammar and spelling errors, and ensure that your writing is concise and well-structured.

REVISE



Add - sentences and words

Remove - words or sentences you don't need

Move - change a word or placement of a sentence

Substitute - trade words or sentences for new ones

VS.

EDIT



Capitalize - names, places, titles, months, etc.

Usage - nouns and verbs are correctly used

Punctuation - periods, quotes, commas, semicolons, apostrophes, etc.

Spelling - check all words, look for homophones, use a dictionary

**NOW YOU CAN PUBLISH YOUR
WORK!**