

**Explanation**

An explanation explains a process, why something happens, or how something works.

Name: _____ Date: _____

My explanation title:	
Read the questions and tick where your answer is Yes. Can you improve your writing in the areas where you have not ticked Yes?	Yes
Title	
Does your title ask a question?	
Structure	
Have you written a general introduction to the topic?	
Have you written in paragraphs, giving information in order?	
Have you used headings to help split up your content?	
Have you presented information in a different way? Examples: fact box, labelled diagram	
Content	
Have you clearly explained what happens?	
Does each paragraph have a topic sentence and then more detail?	
Is your content right for your audience? Is it not too easy or difficult? Is it clear?	
Language and style	
Have you used cause and effect words and phrases? Examples: as a result, consequently	
Have you used time order words and phrases? Examples: first, after that, finally	
Proofreading	
Have you checked your spelling, capital letters and punctuation?	
Have you checked there are no missing or repeated words?	