

# EXPLANATIONS TOOLKIT

## Audience:

Someone who wants to understand a process.

## Purpose:

To help someone understand a process.

## Structure:

A series of logical steps explaining how or why something occurs

## Language features:

- Technical vocabulary
- Formal and impersonal language
- Present tense
- Causal connectives

## Examples of explanations:

- Car manual
- Science textbook
- Encyclopaedia
- Question and answer leaflet.



## Remember to:

- Have a title that says what you are explaining (e.g. The iPad: how does it work?)
- Write an introduction that gives background information.
- Write in chronological order. Start each new section with a topic sentence.
- Include diagrams to assist the reader.
- Use bullet points or sub headings to break up the explanation.

## It is important to...

- Write in the present tense (unless writing about something that happened in the past).
- Write in third person (he, she, it...) using clear, formal language.
- Use technical vocabulary and include a glossary.
  - Include words to show how or why (because, therefore...).
  - Use 'weasel words' to cover generalisations (usually...).

