

Tips for Writing an Excellent Explanation.

- Decide whether diagrams, charts or illustrations would help to explain.
- Use a title that indicates what you are writing about. A **how** or **why** title intrigues the reader e.g. 'Why do sloths hang about?'
- Use the first paragraph to introduce the subject and to define key words.
- Organise your writing carefully. Do the ideas flow?
- Finish by drawing your ideas together in a concluding paragraph.
- If you use specific terminology you need a glossary.
- Interest the reader with exclamations e.g. Beware – Whirlwinds can kill!
- Reread your explanation pretending that you do not know anything about the subject. Does it make sense? Is it clear?