**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_**

**Grade5/6 Outline—Informative Essay**

**I. Formal Style**

**A.** no contractions, slang—lol, abbreviations (Feb.)

**B.** 3rd person (Do not use: I, me, my, we, us)

**C.** tone—polite, but impersonal, neutral

**D.** Found in textbooks, encyclopedias, newspapers, etc.

**II. Third Person**

**A.** Narrator gives info., focuses on 1 subject

**B.** Use he, she, him, his, her, them, their, they, you

**Informal Sentence:** I love all the things there are to do in the U.S.

**Formal: *There are many things to do in the United States.***

**III. Features of Informative Writing—It’s FORMAL**

**A.** main idea, facts  
**B.** important info., organized  
**C.** sum it up, different resources  
**D.** draws conclusion ***—can sound like an opinion, but it is based on facts***  
**E.** transitions to connect

**IV. Paraphrasing**

**A.** own words

**B.** sum it up—don’t copy

**C. Plagiarism:**  illegal—Punishable offense

***Do not under any circumstances copy another’s work.*** Use “quotations” if you need to quote someone and give the person/source credit.

**V. Transitions**—Undoubtedly, they will make your paper flow together like the river to the sea.

**A.** however, therefore

**B.** additionally, in addition

**C.** connect ideas, comma after

What do you need to include in your report?

**I. Introduction**

A. topic sent./country

B. 4 sent.—general statements (mention subtopics)

C. population & continent—***only*** details allowed

**II. Body Paragraphs/Subtopics**

A. need 4—6 sent.

B. clear main idea sent.

***(Don’t start paragraph with, “There are several major cities there.”)***

C. organize facts—write sources

**III. Conclusion**

A. no new facts

B. draw conclusion

C. 4 sent.

**IV. Works Cited—Bibliography**

A. title, author   
B. name of website

**Please edit these titles—You do not have to recopy them:**

the adventures of tom Sawyer

Staying The Course

Junie b jones saves the day

the secret to getting good grades