

## Guidelines for Drafting an Informative Essay

- \* **Use your writing partner to help you solve a writing problem** such as adjusting your introduction, discussing details you want to add to a category, etc.
- \* **Follow your writing plan.** Compose four to five paragraphs: introduction with focus statement; two to three categories; ending.
- \* **Reread your plan.**
- \* **Use your topic as a working title;** you can adjust it at this point.
- \* **Copy your introduction with the focus statement onto your paper.**
- \* **Add new details, descriptions, and explanations to a category** if they connect to the topic sentence.
- \* **Adjust the ending paragraph on your plan** if you need to and copy it onto the end of your essay.
- \* **Reread your draft and check it against your plan and the “Criteria for an Informative Essay.”** Rewrite and edit parts that require your attention.
- \* **Exchange first drafts with your partner** and use the peer-editing form to offer positive comments and suggestions for improving the draft.
- \* **Revise and edit your draft** based on feedback from your partner, and then complete a second draft to turn in. Put your second draft on the top of the pile. Put the first draft underneath, and then your writing plan and notes under that.