

## Checklist for Expository Writing

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

### Activity 1: Expository Style

*Task: Expository Analysis*

- Read an expository essay
- Open a new word processing document and type your name, date, and a title
- Explain why the essay is or is not a good example of expository writing
- Give specific reasons that support what makes the essay a good (or bad) expository
- Check the spelling and grammar of your analysis
- Save your document

### Activity 2: Internet Safety

*Task: Strategies for Internet Safety*

- Open a new word processing document and type your name, date, and a title
- Use the expository style of writing to write three paragraphs explaining three strategies for Internet safety, and make sure each paragraph:
  - Organizes the information around a main point, or one strategy
  - Relates all information to the main point
- Check the spelling and grammar of your document
- Save your document

### Activity 3: Expository Types

*Task: Expository Interpretation*

- Open a new word processing document and type your name, date, and a title
- Find an example of expository writing in a subject that interests you
- Write two or three paragraphs explaining how the example uses the expository style of writing, and make sure to include:
  - The types of expository writing used
  - Specific instances of effective expository writing, including:
    - A specific topic
    - A first paragraph that clearly states the topic and purpose
    - Paragraphs organized around a main point
    - Information in paragraphs that relate to the main point
    - Paragraphs arranged in a logical order
    - A last paragraph that is a summary
  - An explanation of what you learned about the topic
- Check the spelling and grammar of your interpretation
- Save your document

### Activity 4: Topic Choice

*Task: Expository Topic Selection*

- Open a new word processing document and type your name, date, and a title
- Choose a topic for an expository essay
- Check that the topic you chose is:
  - Interesting to you
  - Informative to others
  - Something you can explain
  - Appropriate for the assignment

- Specific
- Researchable
- Make sure your topic can be explained using one or more of the expository styles, and check the styles you plan to use:
  - a. Cause and effect
  - b. Classify and divide
  - c. Compare and contrast
  - d. Definition
  - e. Process
- Write a few paragraphs describing the topic and explaining:
  - Why you chose the topic
  - What you want to explain
  - Whom you want to inform
  - What type of expository writing you can use to explain the topic
  - Who the narrator is and the narrator's point of view
  - What you need to know about the topic to write an expository essay
- Check the spelling and grammar of your document
- Save your document

### **Activity 5: Research Questions**

#### *Task: Questions*

- Open a new word processing document and type your name, date, and a title
- Write a few questions to guide your research for your expository essay
- Include different types of questions, including:
  - Factual: To help you understand the topic
  - Convergent: To delve deeper into the topic
  - Divergent: To understand different aspects of the topic
  - Evaluative: To understand different points of view on the topic
- Be sure that your questions address the following:
  - Why you chose the topic
  - What facts you need to know to understand the topic
  - What type of research questions will provide the facts
  - What different points of view are held on the topic
  - What type of research questions will help you understand the different points of view
- Check the spelling and grammar of your questions
- Save your document