

A Guide to Writing Explanations

An explanation explains HOW or WHY something happens.

An explanation should include:

- ✓ A title which describes what is being explained e.g. How a washing machine works/Playing a guitar
- ✓ An opening statement about the thing that is being explained e.g. Nearly every household now owns a washing machine to help save time on chores. They work quickly and efficiently to clean clothes and sheets, but are very complicated pieces of machinery.
- ✓ Paragraphs for each of the key points, which tell the reader how the object works or what happens.
- ✓ Technical words that are appropriate to what is being explained. (E.g. Scientific vocabulary or the names of different parts of a machine)
- ✓ Cause and effect connectives e.g. because, therefore, so, as a result of, consequently
- ✓ Time connectives e.g. firstly, then, after, once, next
- ✓ A summary paragraph to finish the explanation, telling the reader something special or important about the subject.

It should usually be written in the present tense.

You may choose to include labelled diagrams or flow charts to make your explanation even clearer. You could also include subheadings to introduce different paragraphs.