

Name: _____

Date: _____

EXPLORERS PLANNING GUIDE

WRITING AN INFORMATIONAL ESSAY

Directions for Non-Fiction Book Report: Students will write a five paragraph paper about a topic of their choice based on a nonfiction book selection. Students have been provided an outline and rubric to help guide them in this writing process. In addition, students will create a visual aid to support their topic. Topic selection and book selection must be approved by the teacher no later than September 19th. Please complete the Pre-Planning Form, have a parent sign, and return to Mrs. Frinzi no later than September 19th. Outline of report is due by October 6th, and final copy of report (typed) is due October 13th.

Important Dates to help guide your writing process:

Pre-planning form due September 19th

Outline due October 6th

Final Typed Essay due October 13th

Students will create a five paragraph essay on the nonfiction book they have chosen. The final copy will be typed.

The informational essay needs to include the following:

- First paragraph: Introduction, which includes book title, author, and a brief description of the subject and topic chosen.
- Second paragraph: Description of one new or interesting fact you learned from the book. Include 3 supporting details on this interesting fact.
- Third paragraph: Description of another new or interesting fact you learned from the book. Include 3 supporting details on this interesting fact.
- Fourth paragraph: Description of another new or interesting fact you learned from the book. Include 3 supporting details on this interesting fact.
- Fifth paragraph: Recommendations/Opinions (reasons for the choice), briefly summarize each new and interesting facts found in the main body of the paper.

Visual Aids can include artifacts, posters, dioramas, powerpoints, recipes, food samples, clothing, etc. Any items to enhance the audience on their topic of choice.

Reminders:

- Watch due dates
- Use EVIDENCE from your text by stating "according to..., on page number....., etc."
- Use Outline and Rubric to plan your informational essay
- Be sure to indent at the beginning of each paragraph
- Final copy to be typed

NON-FICTION PRE-PLANNING FORM

Due September 19th, 2016

Student Name: _____

Topic of Interest: _____

BOOK TITLE: _____

Parent Name/Signature:

Teacher Initial: _____ Date Turned in by Student: _____

OUTLINE for Informational Essay

Name: _____ Due: __October 6__

Date Turned In: _____ Teacher Initials _____/ok to type it!

OUTLINE - Using brief phrases or ideas, complete the organizer on your topic of choice on _____.

TOPIC: _____

Paragraph #1 - Introduction

Topic Sentence:

Main Idea #1:

Main Idea #2:

Main Idea #3:

Closing Sentence:

Paragraph 2 - Main Idea #1 is discussed completely and with text evidence

Topic Sentence: (This should be about Main Idea #1)

Supporting Detail #1:

Supporting Detail #2:

Supporting Detail #3:

Closing Sentence:

Paragraph 3 - Main Idea #2 is discussed completely and with text evidence

Topic Sentence: (This should be about Main Idea #2)

Supporting Detail #1:

Supporting Detail #2:

Supporting Detail #3:

Closing Sentence:

Paragraph #4 - Main Idea #3 is discussed completely and with text evidence

Topic Sentence: (This should be about Main Idea #3)

Supporting Detail #1:

Supporting Detail #2:

Supporting Detail #3:

Closing Sentence:

Paragraph #5 - Opinion/Recommendations with summary of key facts restated from paragraphs 2, 3, and 4.

Closing Sentence Summary:

Main Idea from paragraph 2:

Main Idea from paragraph 3:

Main Idea from paragraph 4:

Feeling/Opinion Sentence:

Additional Notes for Self :

CHECKLIST OF MATERIALS TO COMPLETE:

_____ Pre-Planning Sheet Turned In by _____ **(date)**

_____ Outline turned In _____ (date).

_____ First paragraph: Introduction, which includes book title, author, and a brief description of the subject and topic chosen with 3 main ideas.

_____ Second paragraph: Description of one new or interesting fact you learned from the book. Include 3 supporting details on this interesting fact.

_____ Did you give text evidence?

_____ Did you give cite your source?

_____ Third paragraph: Description of another new or interesting fact you learned from the book. Include 3 supporting details on this interesting fact.

_____ Did you give text evidence?

_____ Did you give cite your source?

_____ Fourth paragraph: Description of another new or interesting fact you learned from the book. Include 3 supporting details on this interesting fact.

_____ Did you give text evidence?

_____ Did you give cite your source?

_____ Fifth paragraph: Recommendations/Opinions (reasons for the choice), briefly summarize each new and interesting facts found in the main body of the paper.

_____ Visual Aid Completed and turned in by _____ **(date)**

_____ Final Copy Edited and Typed and turned in by _____ **(date)**

(Typing can be done with 12 or 14 pt. font, black font color only, and double line spacing. Arial or Times New Roman font used)

RUBRIC for Informational Essay

CATEGORY	4	3	2	1
Quality of Information	Information clearly relates to the main topic. It includes several supporting details and/or examples.	Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.	Information clearly relates to the main topic. No details and/or examples are given.	Information has little or nothing to do with the main topic.
Mechanics	No grammatical, spelling or punctuation errors. Final essay was typed.	Almost no grammatical, spelling or punctuation errors. Final essay was typed.	A few grammatical, spelling, or punctuation errors. Final essay was typed.	Many grammatical, spelling, or punctuation errors. Final essay was not typed.
Outline	Outline is recorded and organized in an extremely neat and orderly fashion. Outline turned in on time.	Outline is recorded legibly and are somewhat organized. Outline turned in on time.	Outline is recorded. Outline turned in late.	Outline is recorded only with peer/teacher assistance and reminders. Outline was not turned in.
Paragraph Construction	All paragraphs include introductory sentence, explanations or details, and concluding sentence.	Most paragraphs include introductory sentence, explanations or details, and concluding sentence.	Paragraphs included related information but were typically not constructed well.	Paragraphing structure was not clear and sentences were not typically related within the paragraphs.
Diagrams & Illustrations	Diagrams and illustrations are neat, accurate and add to the reader's understanding of the topic.	Diagrams and illustrations are accurate and add to the reader's understanding of the topic.	Diagrams and illustrations are neat and accurate and sometimes add to the reader's understanding of the topic.	Diagrams and illustrations are not accurate OR do not add to the reader's understanding of the topic.
Management of Time	All materials were turned in early. (Includes pre-planning sheet, outline, and typed final essay)	All materials were turned in on time. (Includes pre-planning sheet, outline, and typed final essay)	Some materials were turned in on time. (May includes pre-planning sheet, outline, and/or typed final essay)	No materials were turned in on time.