**Informative Expository Outline**

 Understand the task. Read the writing task and identify the subject (what), the audience (who), and purpose (what).

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| **INTRODUCTION-*** Include a hook to grab the reader’s attention. A hook can be a question, an exclamation, fact, statistic, a quote or an interesting statement.
* Provide background information for your reader to know what you are talking about.
* Develop your thesis/controlling idea for your essay.
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| **MAIN IDEA AND DETAILS*** Use a transition word or phrase to introduce your **first** main idea/topic sentence
* Write supporting details (facts, examples, statistics, quotes)
* When you include references, cite them properly
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| **MAIN IDEA AND DETAILS*** Use a transition word or phrase to introduce your **second** main idea/topic sentence
* Write supporting details (facts, examples, statistics, quotes)
* When you include references, cite them properly
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| **MAIN IDEA AND DETAILS*** Use a transition word or phrase to introduce your **third** main idea/topic sentence
* Write supporting details (facts, examples, statistics, quotes)
* When you include references, cite them properly
 |  |
| **CONCLUSION*** Emphasize why the thesis/controlling idea and your main ideas are important
* Suggest one or more reasons the audience may want to learn more
* Include a strong statement that connects your conclusion with your introduction
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| **TRANSITIONAL WORDS**Reread what you wrote in this outline.Add transitional words to each box to show how your ideas are connected (example: One reason, Most importantly, In addition) |