



# Writing to Inform

Students are introduced to informative writing. Coach Write leads students through the process of writing an invitation.

## Vocabulary:

**Facts** — Something you can prove to be true.

**Informational writing** — Writing that gives information to someone.

## Discuss:

Use the following questions as a guide for a class discussion after viewing the video:

- What is informational writing? (Writing that gives information.)
- What are some examples of informational writing? (A newsletter, report, invitation, recipe, nonfiction book or article.)
- What are the 5 Ws? (Who, what, when, where and why.)
- When would you need to write an invitation? (When you are having a party or event.)

## Ohio Standards:

W.K.2, W1.2, W2.2, W3.2

## Watch:



Watch the video “Writing to Inform.”

## Review:

- Informational writing is the main way we communicate with each other when writing.
- Informational writing is writing that gives information to someone.
- You write facts and details to help your reader understand the information.
- You may use informational writing to share new information or explain a process.

## About Student Handouts:

When using the differentiated handouts, teachers should model their own example using the student handout before students begin their own. Here is an example of a teacher think-aloud:

“Let’s pretend we are having a party for our class. This party is going to be about our favorite books. We can have everyone bring their favorite book to the party to share with others. How will people know about the party? We can write out an invitation to give each guest. We will use our invitation template to help us write our invitation. First, we need to decide what to call this party. I think calling it a ‘book party’ is a good idea so everyone knows what it is about. But just to be sure, I will write on the ‘What’ line: A party to celebrate your favorite books. I need to make sure I tell who is invited on the ‘Who’ line. I will write Our Class. The class needs to know where the party will be and when to arrive. I will fill in those facts on the ‘Where’ and ‘When’ lines.”

### **A Book Party!**

**What: A party to celebrate your favorite books**

**Who: Our class**

**Where: Room #123**

**When: Friday, March 7**

“Remember to use capital letters when writing the days of the week or the months.”

---

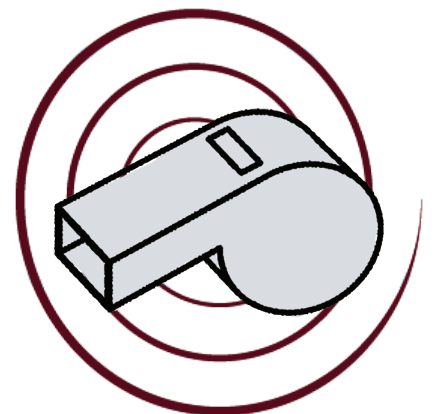
### **Writing to Inform Handout A:**

Students write an invitation to a pretend party using a provided template with Who, What, When and Where. Teachers may wish to complete this activity as a group to brainstorm answers and fill out the template together. If students will each fill out their own, allow time for discussion in partners or small groups to generate ideas for different types of parties.

### **Writing to Inform Handout B:**

Students write an invitation to a pretend party you are throwing. Teachers should determine the type of party or allow students to choose their own. If students will each fill out their own, allow time for discussion in partners or small groups to generate ideas for different types of parties. A template is provided with Who, What, Day, Time and Where. Space is also provided for drawing.

---



# Writing to Inform: Handout A

Name \_\_\_\_\_

Fill in the invitation details.

**You Are Invited!**

**What:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Writing to Inform: Handout B

Name \_\_\_\_\_

Pretend you are having a party. Decide what kind of party it is and fill in the invitation details.

## You Are Invited!

What: \_\_\_\_\_

Who: \_\_\_\_\_

Day: \_\_\_\_\_

Time: \_\_\_\_\_

Where: \_\_\_\_\_

