



Using a graphic organizer

Some people find a **graphic organizer** like the one below helps them sort out their thoughts. This one is good for some **forms**, like a cover letter, or a report. There are graphic organizers for all kinds of **writing**. You can find more graphic organizers on Google. Or you can draw one that works for you.

Introduction (first 1-2 sentences)

Paragraph 1

Main idea:

Related points

-
-
-
-

Paragraph 2

Main idea:

Related points

-
-
-
-

Paragraph 3

Main idea:

Related points

-
-
-
-

Conclusion (last 1-2 sentences)



Writing at work

When you write things for your family or friends to read, you can use an informal style. Your friends or family probably won't mind if you:

- Spell words wrong
- Use informal language, like **slang**, or **emojis**
- Use incomplete sentences
- Talk about your feelings

In fact, these things might even make your writing more fun to read.

When you want to sound professional, like at school or work, you should use a more formal style of writing. When you're writing for work you should:

- Check that everything is spelled correctly
- Avoid slang and emojis
- Use full sentences
- Stick to the facts

Skill Words



Slang is casual language that you use with friends or family.

Emojis are small pictures of faces or other objects used with or instead of words. They're most common when you're sending messages or doing other writing on a smartphone.



Meet Ajay, Tina, and Bernard

Ajay, Tina, and Bernard all work together in a big warehouse. Usually they are all careful workers. But one day everything seemed to go wrong.

Ajay was carrying a tall stack of boxes and couldn't see where he was going. He stubbed his toe hard against the wall. He yelled "Ouch!" as the top box from his stack fell off with a crash. Tina heard Ajay yelling, put down the box she was carrying and rushed to help. But Tina left the box in the middle of the aisle. Bernard tripped over the box, breaking the contents of Tina's box and the one he was carrying.

One of the warehouse rules is that when items are damaged you have to write an accident report. Now Ajay, Tina, and Bernard all have to fill one out.

[illegible]

Want more practice with formal writing?
Choose one of the other warehouse workers
and write their version of the report.



Writing instructions

Writing that is clear and well organized is easier to understand. Remember, when you write, you want your reader to know exactly what you mean.

Let's practice. Try writing your own set of instructions. Choose one of the following:

- How to make your favorite dessert
- How to get from your home to your friend's house
- How to complete a workplace task, like leaving a voicemail
- How to perform a skill, like hemming a pair of pants
- Or another set of instructions that you could use in real life

If you're not sure where to start, have a look at the checklist below.



How to write clear, easy-to-follow instructions:

- ☐ Include a title or a heading that tells the reader what your instructions are for.
- ☐ List all the materials or supplies your reader will need to complete the instructions.
- ☐ List the steps the reader will need to take to complete the instructions. Put them in order from first to last.
- ☐ Keep your sentences short – include point form when you can.
- ☐ Focus on one idea per line. Don't try to say too much at once.
- ☐ Include what's necessary. Don't leave anything important out, and don't add anything extra that might confuse the reader.

Use the space below to write out your instructions.

Title: _____

Materials needed:

- | | |
|---|---|
| • | • |
| • | • |
| • | • |
| • | • |

Instructions:

-
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-
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Once you're done writing your instructions, read them over. Are your instructions clear, and easy to follow? Did you follow the suggestions on the checklist? It's ok to make changes if you need to.



To make sure your instructions are clear and easy to understand, ask a family member or a friend to try following them.