**Explanation Features**

Purpose:

To explain a process so a reader understands **how** or **why** something happens

Structure & Layout:

* Clear title stating purpose
* An introduction – giving background information needed for understanding
* Clear layout - paragraphs/sections for each stage - with a topic sentence to introduce them
* Organisational features (subheadings, bullet points, boxes, etc.)
* Diagrams with labels
* Summing up sentence at end

Language:

* Present tense (unless historical)
* Third person (usually)
* Technical vocabulary
* Impersonal language)
* Time adverbs for sequencing events *(now, next, afterwards)*
* Cause & contrast adverbs for explaining *(therefore, however)*
* Passive voice