

EXPLAIN IT CLEARLY!

Grade 7 English • Expository writing

WHAT IS AN EXPOSITORY TEXT?

An expository text gives information or explains a topic. It helps readers learn what something is, how it works, or how to do something. Today, we will explain how to do a simple task.



READ THIS MODEL

HOW TO PREPARE YOUR SCHOOL BAG

Preparing your school bag is a simple task. First, check your class schedule. Next, put the books and notebooks you need in your bag. Then, add your pens and other school supplies. Finally, check that you have everything you need. These steps help you get ready for school.



NOTICE THE PARTS

- **TOPIC SENTENCE:** Tells what the paragraph explains.
- **STEPS:** Tell what to do in the right order.
- **CLOSING SENTENCE:** Finishes the explanation.

USE THESE SENTENCE FRAMES

- **TOPIC:** Here is how to ____.
- **STEP 1:** First, ____.
- **STEP 2:** Next, ____.
- **STEP 3:** Then, ____.
- **LAST STEP:** Finally, ____.
- **CLOSING:** These steps help you ____.

WORDS THAT HELP

Order: first • next • then • finally

Actions: check • put • add • choose • place • keep

Things: bag • book • notebook • pen • desk

TURN A CLUE INTO A SENTENCE

Clue: check + class schedule



Sentence: First, check your class schedule

Clue: put + books + in your bag



Sentence: Next, put your books in your bag.



Explain clearly. Put steps in order. Use your own words.



TODAY: WRITE TO EXPLAIN

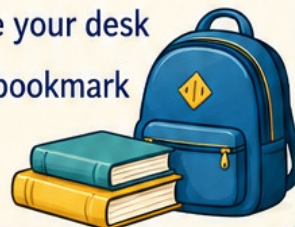
Grade 7 English • 45-minute activity

YOUR TASK

- Write one expository paragraph of 6 sentences.
- Explain how to do a simple task.
- Use a topic sentence, four steps, and a closing sentence.

CHOOSE ONE TOPIC

- How to prepare your school bag
- How to organize your desk
- How to make a bookmark



OUR 45-MINUTE PLAN

- 0–5 minutes | Choose a topic**
Tell a partner what you know about the task.
- 5–12 minutes | Read the model**
Find the topic sentence, steps, and closing sentence with your teacher.
- 12–17 minutes | Plan four steps**
Write a few words for each step.
- 17–32 minutes | Write six sentences**
Use the frames. Join your sentences into one paragraph.
- 32–40 minutes | Read and check**
Read to a partner. Check the order of your steps.
- 40–45 minutes | Improve and submit**
Correct your work. Add a title. Submit your paragraph.

MY QUICK PLAN

My topic: How to _____

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

IDEA CLUES

SCHOOL BAG:

check schedule → choose books →
add supplies → check bag



DESK:

remove items → wipe desk →
sort materials → put items neatly



BOOKMARK:

choose paper → draw a long
rectangle → cut it out carefully →
decorate it



CHECK YOUR WORK

- ☐ My first sentence names my topic.
- ☐ My four steps are in the right order.
- ☐ I used *first*, *next*, *then*, and *finally*.
- ☐ I wrote a closing sentence.
- ☐ Each sentence begins with a capital and ends with a full stop.



Say each step aloud before you write it. The clues are ideas, not complete sentences.

Explain it clearly

Grade 7 | Writing | 45-minute practice

Write one expository paragraph of six sentences: a topic sentence, four steps and a closing sentence.

Read and notice

- An expository text gives information or explains a topic.
- A topic sentence tells what your paragraph explains.
- Put the steps in a clear order: first, next, then, finally.
- End with a closing sentence that finishes the explanation.

A model to learn from

Here is how to prepare your school bag. First, check your class schedule. Next, put the books and notebooks you need in your bag. Then, add your pens. Finally, check that you have everything you need. These steps help you get ready for school.

A little check-in

Name: _____ Date: _____

Choose one answer for each question. The answer key is at the end of this pack.

1. What is the purpose of an expository text?

- A. Explain or give information
- B. Convince someone to agree
- C. Tell an imaginary adventure

2. In the school-bag model, what should you do first?

- A. Add every book you own
- B. Check your class schedule
- C. Close your bag

3. Which word usually introduces the last step?

- A. First
- B. For example
- C. Finally

Review your writing

- ☐ My topic is clear.
- ☐ My steps are in a sensible order.
- ☐ I used sequence words.
- ☐ I checked capitals, spelling and full stops.

Make it your own

Write one expository paragraph of six sentences: a topic sentence, four steps and a closing sentence.

Complete the sentence frames with your own ideas. Use another sheet if needed.

01. Introduce your task

Here is how to ____.

02. Give the first step

First, ____.

03. Give the next step

Next, ____.

04. Add another step

Then, ____.

05. Give the last step

Finally, ____.

06. Close your explanation

These steps help you ____.

Teacher notes & answer key

Explain it clearly

Keep these pages separate from the learner's blank worksheet. Open-ended writing has many possible correct answers.

1. Explain or give information

An expository text helps the reader understand something or follow a process.

2. Check your class schedule

Checking the schedule helps you choose the books and notebooks you need.

3. Finally

Finally signals the last step in a sequence.

Model responses for the sentence frames

These examples offer support. Learners can change the wording and choose their own ideas.

Introduce your task: Here is how to keep your desk tidy.

Give the first step: First, take everything off your desk.

Give the next step: Next, put your books in a neat pile.

Add another step: Then, place your pens in a holder.

Give the last step: Finally, check that you have space to work.

Close your explanation: These steps help you stay organised.