

## Explanation planning template

*Make brief notes*

<p><b>Title</b> <i>A question</i></p>	
<p><b>Overview/ introduction</b>  <i>Explain briefly what the machine produces.</i></p>	
<p><b>Steps</b> <i>One or more paragraphs which break up the explanation of how the machine works into <b>clear steps</b>.</i>  <i>Each step should <b>flow</b> on from the previous one.</i>  <i>Use: <b>time adverbs, causal conjunctions and sub headings</b>.</i></p>	
<p><b>Summary</b>  <i>Draw your ideas together and write a concluding statement.</i></p>	