Writing to Inform

**F**acts Check your sources carefully

**O**bjective It’s not all about you – keep it formal

**O**wn words Don’t steal other people’s words

**L**ogical order Think it through first

**I**ntroduction Will your reader want to read on?

**S**ummary You could summarise your key findings at the end

**H**eadings It might be OK to use headings (check this)

*Always remember who your audience is & why you’re writing*