**Explanatory Report Template (2 pages spaces only between sections)**

**Use Microsoft Word**

**Intro:** Should begin with a question or a definition (explaining the meaning).

**Explanation of How or Why:**

1. Process (How something works, is done, was created, came to be, evolved) - Step by Step Explanation (Use Transition words: First, Next, Later, Finally)
2. Shows cause and effect connections for this process.

**Illustrations/Diagrams/Photos**

1. Use these to help explain how something works/is done or how something was created, came to be or evolved.
2. Use to demonstrate the process and cause and effect.
3. Put in text boxes
4. Label boxes with an explanation under each or match explanation with a number on each box.
5. Add sources to photos or diagrams you use from the internet.
6. Use only 6 maximum illustrations/diagrams/photos

**Summary: Restates the Main Points:**

Conclusion of your Report by showing the main parts of your report in point form.

**Sources : List the website sources you used in alphabetical order (include date and author).**

Example: Bill Spray. Historyoftherecordplayer.history.com(2016).