<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
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<tbody>
<tr>
<td><strong>Introduction:</strong></td>
<td>General statement about the topic. Definition or a question. A brief description.</td>
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</tbody>
</table>
| **Explanation:** | Series of statements written in sequential order to explain: How something works.  
- What it is used for?  
- What each part does?  
- How the parts work together?  
- How to use it?  

OR  
Why something happens.  
- How and why it starts  
- What happens next, why?  
- What happens after that, why?  
- What happens finally, why? |
| **Conclusion:** | summary or comment  
A summary or recommendation, general comment about use or history. |