

Name: _____

Date: _____

Information Writing Checklist

	Grade 6	NOT YET	STARTING TO	YES!
	Structure			
Overall	I conveyed ideas and information about a subject in a well-structured text. Sometimes I incorporated arguments, explanations, stories, or procedural passages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	I wrote an introduction in which I interested readers, perhaps with a quote or significant fact. I let readers know the subtopics that I would develop later and how my text would unfold.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitions	I used transitions to help readers understand how different bits of information and different parts of my writing fit together. I used transitions to help connect ideas, information, and examples, and to imply relationships such as when material exemplifies, adds on to, is similar to, explains, is a result of, or contrasts. I used transitions such as <i>for instance, such as, similarly, therefore, as a result, in contrast to, and on the other hand.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ending	I wrote a conclusion in which I restated the important ideas and offered a final insight or implication for the reader to consider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	I chose a focused subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used subheadings and/or clear introductory transitions to separate sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I made deliberate choices about how to order sections and about the sequence of information and ideas within sections. I chose structures such as compare-and-contrast, categories, and claim-and-support to organize information and ideas. Some sections are written as argument, explanation, stories, or procedural passages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development			
Elaboration	I included varied kinds of information such as facts, quotations, examples, and definitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used trusted sources and information from authorities on the topic and gave the sources credit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I worked to make my information understandable and interesting. To do this, I may have referred to earlier parts of my text, summarized background information, raised questions, and considered possible implications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craft	I chose my words carefully to explain my information and ideas and to have an effect on my reader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I worked to include concrete details, comparisons, and/or images to explain information and concepts, and to keep my reader engaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I incorporated domain-specific vocabulary and when necessary I explained terms to readers, providing context clues, parenthetical explanations, text boxes, or similar support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I supported readers' learning by using a teaching tone and a formal style, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information Writing Checklist (*continued*)

	Grade 6	NOT YET	STARTING TO	YES!
	Language Conventions			
Spelling	I used resources to be sure the words in my writing are spelled correctly, including technical vocabulary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation and Sentence Structure	I used punctuation such as dashes, parentheses, colons, and semicolons to help me include extra information and explanation in some of my sentences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I accurately cited my references, using appropriate punctuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>