

Name: _____

Date: _____

Information Writing Checklist

	Grade 6	NOT YET	STARTING TO	YES!
	Structure			
Overall	I conveyed ideas and information about a subject. Sometimes I incorporated essays, explanations, stories, or procedural passages into my writing.	<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 may have included my own ideas about the topic. I let readers know the subtopics that I would develop later and how my text will unfold.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitions	I used transition words to help my readers understand how different bits of information and different parts of my writing fit together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The writer used transitions such as <i>for instance, in addition, therefore, such as, because of, as a result, in contrast to, unlike, despite, and on the other hand</i> to help connect ideas, information, and examples and to compare, contrast, and imply relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ending	I wrote a conclusion in which I restated my important ideas and offered a final insight or implication for readers to consider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	I used subheadings and/or clear introductory transitions to separate my sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I made deliberate choices about how to order sections and information within sections. I chose structures and text features to help me emphasize key points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used transitions, introductions, and topic sentences to pop out my main points. I wrote multiple paragraphs in some sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development			
Elaboration	I chose a focused subject, included a variety of information, and organized my points to best inform readers.	<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 for important excerpts in the text and in a bibliography.	<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"/>
	I might have used different organizational structures within my piece including stories, essays, and how-to sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Information Writing Checklist (continued)

	Grade 6	NOT YET	STARTING TO	YES!
Craft	I chose my words carefully to explain my information and ideas and had an effect on readers. I incorporated domain-specific vocabulary and explained those terms to readers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I worked to include exact phrases, comparisons, analogies, and/or images to explain information and concepts and keep my readers engaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I chose how to present my information to clearly convey why and how the information supported my points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I supported readers' learning by shifting within a consistent teaching tone as appropriate. I used language and sentence structure that matched with my teaching purpose throughout my piece.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Language Conventions			
Spelling	I used resources to be sure the words in my writing were spelled correctly, including technical vocabulary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation	I used punctuation such as dashes, parentheses, colons, and semicolons to help include extra information and explanation in some of my sentences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>