

Name: _____

Date: _____

Information Writing Checklist

	Grade 1	NOT YET	STARTING TO	YES!	Grade 2	NOT YET	STARTING TO	YES!
	Structure				Structure			
Overall	I taught my readers about a topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I taught readers some important points about a subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	I named my topic in the beginning and got my readers' attention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I wrote a beginning in which I named a subject and tried to interest readers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitions	I told different parts about my topic on different pages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I used words such as <i>and</i> and <i>also</i> to show I had more to say.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ending	I wrote an ending.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I wrote some sentences or a section at the end to wrap up my piece.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	I told about my topic part by part.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My writing had different parts. Each part told different information about the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development				Development			
Elaboration	I put facts in my writing to teach about my topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I used different kinds of information in my writing such as facts, definitions, details, steps, and tips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craft	I used labels and words to give facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I tried to include the words that showed I'm an expert on the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Language Conventions				Language Conventions			
Spelling	I used all I knew about words and chunks (<i>at, op, it, etc.</i>) to help me spell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I used what I knew about spelling patterns (<i>tion, er, ly, etc.</i>) to spell a word.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I spelled the word wall words right and used the word wall to help me spell other words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I spelled all of the word wall words correctly and used the word wall to help me figure out how to spell other words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information Writing Checklist (continued)

	Grade 1	NOT YET	STARTING TO	YES!	Grade 2	NOT YET	STARTING TO	YES!
Punctuation	I ended sentences with punctuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I used quotation marks to show what characters said.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used a capital letter for names.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When I used words such as <i>can't</i> and <i>don't</i> , I put in the apostrophe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used commas in dates and lists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				