Name: _____ Date: _____

Information Writing Checklist

	Grade 7	NOT YET	STARTING TO	YES!
	Structure			
Overall	I brought together ideas and information about a subject in a text that develops a subtopic and/or an idea. I incorporated a variety of text structures as needed, including argument, explanation, narrative, and procedural passages.	☐	☐	☐
Lead	I interested the reader in the topic by explaining its significance, or providing a compelling fact, statistic, or anecdote. I made it clear what parts of the topic this text would tackle, and how the ideas and information in the text would unfold.	☐	☐	☐
Transitions	I used transitions to link concepts with related information. The transitions help the reader follow from part to part and make it clear when information is an example of a bigger idea, follows from an earlier point, introduces a new idea, or suggests a contrast. I used such transitions as *specifically*, *for instance*, *related to*, *just as*, *turning to*, *on the other hand*, and *however*.	☐	☐	☐
Ending	In my conclusion, I reinforced and built on the main point(s) in a way that made the entire piece a cohesive whole. The conclusion may have restated the main points, responded to them, or highlighted their significance.	☐	☐	☐
Organization	I focused my writing on a subtopic or a particular point or two.	☐	☐	☐
	I organized my piece into parts and used structures (claims and supports, problem/solution, sequence, etc.) to organize those parts (and perhaps the whole).	☐	☐	☐
	I used introductions, topic sentences, transitions, formatting and graphics, where appropriate, to clarify the structure of the piece and to highlight main points.	☐	☐	☐
	Development			
Elaboration	I included varied kinds of information such as facts, quotations, examples, and definitions. I analyzed or explained the information, showing how the information fit with my key points or subtopics, including graphics where appropriate.	☐	☐	☐
	I consistently incorporated and cited sources.	☐	☐	☐
	I worked to make my topic compelling as well as understandable. I brought out why it mattered and why the audience should care about it.	☐	☐	☐
Craft	I used words purposefully to affect meaning and tone.	☐	☐	☐
	I chose precise words and used metaphors, anecdotes, images, or comparisons to explain what I mean.	☐	☐	☐
	I included domain-specific, technical vocabulary, and defined these terms when appropriate.	☐	☐	☐
	I used a formal tone, but varied it appropriately to engage the reader.	☐	☐	☐

Name: _____ **Date:** _____

Information Writing Checklist (continued)

	Grade 7	NOT YET	STARTING TO	YES!
	Conventions			
Spelling	I checked spelling of technical, domain-specific words and was careful with the spelling of citations.	☐	☐	☐
Punctuation and Sentence Structure	I varied my sentence structure, sometimes using simple and sometimes using complex sentence structure.	☐	☐	☐
	I used internal punctuation appropriately within sentences and when citing sources, including commas, dashes, parentheses, colons and semicolons.	☐	☐	☐