

Informational Writing Checklist:

Author's name: _____

Introduction:

- ___ 1. A clear “controlling idea” is present.
- ___ 2. The prompt is addressed.
- ___ 3. The introduction is “catchy” and engages the reader.

Body:

- ___ 1. Headings are used when appropriate.
- ___ 2. Clear transitions are used. (The author states... , The text explains..., The article describes...)
- ___ 3. At least 3 topics are discussed, with 3-5 details for each topic.
- ___ 4. All details provided are supported with textual evidence
- ___ 5. Clear topic sentences to introduce each new topic
- ___ 6. Closing remarks are included at the end of each topic to lead into/transition to the next topic.

Conclusion:

- ___ 1. Controlling idea is mentioned again.
- ___ 2. I connected my explanation to a “broader context”/ helped the reader make a connection to today.
- ___ 3. I did not summarize my whole paper.

Grammar and Mechanics:

- ___ 1. All sentences begin with a capital letter.
- ___ 2. All sentences end with the correct type of punctuation.
- ___ 3. Any quotes used have quotation marks around them.
- ___ 4. All words are spelled correctly.
- ___ 5. The correct punctuation (comma, ellipsis, dash, and semicolon) is used to indicate a pause or break.

Citations:

- ___ 1. Quotes used have quotation marks around them.
- ___ 2. The author is given credit when a direct quote is used.
- ___ 3. No more than 3 direct quotes are used.
- ___ 4. The article where the ideas were originally formed is given credit when paraphrasing.
- ___ 5. A works cited or reference list is included