

Name: \_\_\_\_\_

## Information Writing Checklist

Please follow the directions listed for each item. When you are done, put a checkmark next to that step.

Check	Structure
	<b>Underline the hook in red</b> , where you grab your reader's attention
	<b>Underline the topic sentence in blue</b> , where you state the main idea of the writing
	<b>Underline transition words in green:</b> <i>later, next, then, after, in addition, also, another, for example</i>
	<b>Underline the conclusion in blue</b> , where you say the main idea again and share an action step
	<b>Put a star</b> next to each paragraph
Check	Development
	<b>Put a box around</b> the words that describe the main idea of each paragraph
	<b>Put a check</b> if each sentence in the paragraph is about the main idea
	<b>Count</b> the different pieces of evidence that you use: specific details, numbers, names, mini stories. Write down how many.
Check	Language Conventions
	<b>Circle</b> all of the periods in blue
	<b>Circle</b> all of the commas in green
	<b>Underline</b> all of the capital letters in red, either at the beginning of a sentence or proper nouns (people, places, or things)
	<b>Highlight</b> any tricky words you are not sure how to spell