

Name: _____ Date: _____

Information Writing Checklist

		Grade 3	NOT YET	STARTING TO	YES!
		Structure			
Overall	I taught readers information about a subject. I put in ideas, observations, and questions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	I wrote a beginning in which I got readers ready to learn a lot of information about the subject.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitions	I used words to show sequence such as <i>before</i> , <i>after</i> , <i>then</i> , and <i>later</i> . I also used words to show what didn't fit such as <i>however</i> and <i>but</i> .		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ending	I wrote an ending that drew conclusions, asked questions, or suggested ways readers might respond.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	I grouped my information into parts. Each part was mostly about one thing that connected to my big topic.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Development			
Elaboration	I wrote facts, definitions, details, and observations about my topic and explained some of them.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craft	I chose expert words to teach readers a lot about the subject. I taught information in a way to interest readers. I may have used drawings, captions, or diagrams.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Language Conventions			
Spelling	I used what I knew about spelling patterns to help me spell and edit before I wrote my final draft.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I got help from others to check my spelling and punctuation before I wrote my final draft.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation	I punctuated dialogue correctly, with commas and quotation marks.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I put punctuation at the end of every sentence while writing.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I wrote in ways that helped readers read with expression, reading some parts quickly, some slowly, some parts in one sort of voice and others in another.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>