

Name: _____ Date: _____

Information Writing Checklist

Grade 1		NOT YET	STARTING TO	YES!
Structure				
Overall	I told, drew, and wrote about a topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	I told what my topic was.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitions	I put different things I knew about the topic on my pages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ending	I had a last part or page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	I told, drew, and wrote information across pages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development				
Elaboration	I drew and wrote important things about the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craft	I told, drew, and wrote some details about the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language Conventions				
Spelling	I could read my writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I wrote a letter for the sounds I heard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used the word wall to help me spell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation	I put spaces between words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I used lowercase letters unless capitals were needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I wrote capital letters to start every sentence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Information Writing Checklist

	Grade 2	NOT YET	STARTING TO	YES!
	Structure			
Overall	I taught my readers about a topic.	<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"/>
Transitions	I told different parts about my topic on different pages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ending	I wrote an ending.	<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"/>
	Development			
Elaboration	I put facts in my writing to teach about my topic.	<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"/>
	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 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"/>
Punctuation	I ended sentences with punctuation.	<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"/>
	I used commas in dates and lists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>