



## MY WRITING CHECKLIST -- INFORMATIONAL

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

My Title:

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### What I Need to Do ... when I teach with my writing or speaking.

- This is my focus: \_\_\_\_\_
- My beginning starts with \_\_\_\_\_
- BIG IDEA #1 answers a question \_\_\_\_\_
- I say more about IDEA #1 describing \_\_\_ actions \_\_\_ facts \_\_\_ images \_\_\_ details.
- BIG IDEA #2 answers a question \_\_\_\_\_
- I say more about IDEA #2 describing \_\_\_ actions \_\_\_ facts \_\_\_ images \_\_\_ details.
- These words connect my ideas: \_\_\_\_\_
- My writing makes sense – the ideas and details are grouped together.
- My pictures or diagrams go with my writing and add interesting ideas.
- I have labels or captions that help to explain what is most important.

### Partner Editing Checklist: I worked with \_\_\_\_\_

- All of my sentences begin with a capital letter.
- The word “I” and names of people and book titles start with capital letters.
- My sentences end with \_\_\_ periods (.) \_\_\_ question marks (?) \_\_\_ exclamation marks (!).
- We used \_\_\_ word bank \_\_\_ journal \_\_\_ dictionary \_\_\_ book \_\_\_ glossary to check spelling.
- I have spaces between words and sentences.