

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

**Reading****I have...**

- read my sources carefully.

**Planning****I have...**

- taken notes on at least four key points that can be grouped together;
- used a unifying main idea about one specific aspect of my topic.

**Writing****I have...**

- written my paragraph in complete sentences;
- written a topic sentence that clearly states my main idea about the specific aspect of my topic;
- written at least four supporting details in the body of the paragraph to develop the main idea I expressed in my topic sentence;
- placed my supporting details in the best order;
- summarized my main idea in my concluding sentence;
- organized my ideas clearly to help my reader follow and understand my information paragraph;
- used linking words to connect my ideas;
- objectively presented my facts and information;
- conveyed an effective tone through word choice and level of language.

**Revising and Editing****I have...**

- used the stages of the writing process to revise my work;
- created an information paragraph that will appeal to my audience;
- created an information paragraph that meets my purpose;
- checked my grammar, spelling, and punctuation;
- had a peer edit my work.

**Producing****I have...**

- chosen an appropriate title;
- neatly and clearly written or typed my final copy.