

Appendix 17

Checklist for an Information Paragraph

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.