

Informative Writing Checklist

Name: _____ Date: _____

Characteristics of an Effective Informative Writing Piece	Characteristics of This Informative Writing	Date Completed
My focus shows that I clearly understand the topic or text and is well supported with evidence from reliable sources.		
I provide a clear focus and maintain the focus consistently throughout the piece.		
I introduce the topic clearly, giving readers a preview of the piece.		
I have a conclusion that supports the information presented.		

Characteristics of an Effective Informative Writing Piece	Characteristics of This Informative Writing	Date Completed
I use strategies such as definition, classification, comparison/contrast, and cause/effect to organize information.		
I use appropriate transitions to show how ideas and information connect.		
I use relevant facts, definitions, details, quotations, and examples to explain my thinking.		
I use formatting, illustrations, and multimedia to help the reader understand information and ideas.		
I use precise language and domain-specific vocabulary.		
I use a formal style.		

Characteristics of an Effective Informative Writing Piece	Characteristics of This Informative Writing	Date Completed
I use language that expresses my ideas concisely.		
My words and sentences follow the rules of writing.		
The spelling, capitalization, and punctuation are correct.		