

## Informative Writing Checklist

Characteristics of Effective Informative Writing	Characteristics of My Literary Essay	Yes? No?
My focus shows that I clearly understand the topic or text and is well supported with evidence from reliable sources.		
I state my topic clearly, and my writing stays focused throughout the piece.		
I have an introduction that gives the reader important information needed to understand the piece.		
I group related information in paragraphs and sections. Each paragraph or section explains a main idea.		
I use formatting, illustrations, and multimedia to help the reader understand information and ideas.		
I use accurate and relevant facts, definitions, concrete details, quotations, or other information to explain my thinking.		
I use linking words to connect ideas.		

Characteristics of Effective Informative Writing	Characteristics of My Literary Essay	Yes? No?
I have a conclusion that is clearly related to the focus and the information presented.		
The words I use show that I am knowledgeable about this topic.		
Information and ideas are clearly presented and easy to understand.		
My writing is appropriate for this task, purpose, and audience.		
I provide a list of sources.		
My words and sentences follow the rules of writing.		
My spelling, capitalization, and punctuation are correct.		