

Informative Writing Checklist

Name: _____ Date: _____

Characteristics of Effective Informative Writing	Characteristics of My Reading Contract	Yes? No?
The focus of my piece shows that I understand the topic or text. I use evidence from the text to help the reader better understand my focus.		
I state my topic clearly, and my writing stays focused.		
I have an introduction that gives the reader important information needed to understand the piece.		
I have a conclusion that restates the focus of the piece.		
I group related information together to better explain my topic.		

Characteristics of Effective Informative Writing	Characteristics of My Reading Contract	Yes? No?
I use linking words to connect ideas.		
I use facts, definitions, and details from the text to explain my ideas.		
My words and sentences follow the rules of writing.		
My spelling, capitalization, and punctuation are correct.		
The words and sentences I use are appropriate for this task and purpose.		
The words I use show that I am knowledgeable about this topic.		