

Informative/Explanatory Writing Checklist: Grade 4

I write Informative/Explanatory texts to examine a topic and convey ideas and information clearly.					
How is my Informative/Explanatory writing? Did I write like a fourth grader?				YES	NO
Writing Structure & Organization	Introduction	I introduced my topic or text clearly by explaining why the subject mattered, telling a surprising fact or giving a big picture.		<input type="checkbox"/>	<input type="checkbox"/>
	Organization	I grouped information into paragraphs and sections. Each section had information that was about the same thing.		<input type="checkbox"/>	<input type="checkbox"/>
		I used headings and I may have used subheadings.		<input type="checkbox"/>	<input type="checkbox"/>
		I used illustrations, multi-media, diagrams, charts, bold words, or definitions boxes to help teach my readers.		<input type="checkbox"/>	<input type="checkbox"/>
	Transitions	I used transition words in each section that help readers understand how one piece of information connected with others. If I wrote the section in sequence, I used words and phrases such as <i>before</i> , <i>later</i> , <i>next</i> , <i>then</i> , and <i>after</i> . If I organized the section in kinds or parts, I used words such as <i>another</i> , <i>also</i> , and <i>for example</i> .		<input type="checkbox"/>	<input type="checkbox"/>
Conclusion	I wrote a conclusion in which I restated the main points and may have offered a final thought or question for readers to consider.		<input type="checkbox"/>	<input type="checkbox"/>	
Development & Elaboration of Ideas	Elaboration	I wrote different kinds of facts and concrete details such as numbers, names, and examples.		<input type="checkbox"/>	<input type="checkbox"/>
		I used definitions, quotations, or other information and examples related to the topic.		<input type="checkbox"/>	<input type="checkbox"/>
		I might have used compare/contrast, cause/effect, or pro/con to help teach my readers.		<input type="checkbox"/>	<input type="checkbox"/>
	Task Focus	My whole piece stays focused on my task or prompt.		<input type="checkbox"/>	<input type="checkbox"/>
	Research	I used information from a variety of sources to support my topic. I used details and examples by drawing inferences from the text.		<input type="checkbox"/>	<input type="checkbox"/>
Language Conventions & Word Choice	Vocabulary	I used precise words and the vocabulary of experts to inform about or explain the topic.		<input type="checkbox"/>	<input type="checkbox"/>
	Grammar	I used strong words and phrases correctly to bring my writing to life.		<input type="checkbox"/>	<input type="checkbox"/>
	Punctuation	Before I wrote my final draft I checked to make sure I used punctuation correctly (capitalization, commas, quotations, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
	Spelling	Before I wrote my final draft I checked to make sure all my words were spelled correctly or I used resources to help me spell words I wasn't sure about.		<input type="checkbox"/>	<input type="checkbox"/>
	Sentence Fluency	I used complete sentences. I used different kinds of sentences to make my writing interesting and engage my reader.		<input type="checkbox"/>	<input type="checkbox"/>