



## Informative Writing Assignment Sheet and Checklist

| Completed                |                          |     | Tasks to Complete   |
|--------------------------|--------------------------|-----|---|
| You                      | Partner                  |     |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.  | <b>Complete a Matrix of information:</b> What do we want to learn about _____ ?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.  | Create a question to focus your writing.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3.  | Complete an <b>outline</b> to organize your writing   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4.  | <b>Read and research from at least 3 sources</b> to answer your question.<br>Some helpful websites:<br><a href="http://www.proquestk12.com">www.proquestk12.com</a><br><a href="http://www.erslibrary.org">www.erslibrary.org</a>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5.  | <b>Keep notes as you read. Remember "key words". Include the source with your notes.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6.  | <b>Write a rough draft for your project</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.  | <b>Create text features as needed:</b> <ul style="list-style-type: none"> <li>▪ Title page and Table of Contents</li> <li>▪ Diagrams, timelines, graphics, graphs</li> <li>▪ Page numbers, Headings and sub headings</li> <li>▪ Glossary and/or index</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.  | <b>Write your bibliography</b> with this format:<br>A list in alphabetical order of your references<br>If it is a book: author (last name, first name), (year published), <u>Title</u> (underlined), Publisher.<br>EXAMPLE: Jones, Henry, 2004, <u>The History of George Washington</u> . Random House.<br>If it is a website: copy down URL and the date you accessed the web.<br>EXAMPLE: <a href="http://www.history.com/george_washington/gw.pdf">www.history.com/george_washington/gw.pdf</a> , accessed January 11, 2011. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.  | <b>Revise your project:</b> read it out loud to your writing partner. Add details as needed. Select better words using a thesaurus to help you. Make sure you've used different kinds of sentences. Use transition words as needed to make the writing flow.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | <b>Edit your project.</b> Check your spelling and punctuation, including quotation marks. Have your writing partner check it too.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | <b>Publish your project</b> —type or recopy in pen with your best handwriting.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | <b>Illustrate your project:</b> draw pictures, download photos, make a cover.   |

**THIS PROJECT IS DUE ON** \_\_\_\_\_

**MY NAME** \_\_\_\_\_

**MY WRITING PARTNER'S NAME** \_\_\_\_\_

Informative/Explanatory



Planning for Informative/Explanatory Writing is covered in W 2 and W 4-10 in Writing Standards in the Common Core Standards

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