

Writing Checklist - Grade 4 - Informational Reports

Student	Teacher	
		The author focuses on the topic and decides on a purpose for writing.
		The report has main ideas.
		The details support the main ideas.
		The author presents information in a logical order.
		The author writes with a personal style (author's voice).
		The author gathers information from a variety of sources.
		The author lists sources.
		The author summarizes important findings (writes facts in own words).
		The author follows the writing process (prewriting, drafting, revising, editing, publishing).
		The author uses a variety of sentences and vocabulary.
		The sentences are fluent and easy to follow (no fragments and run-ons).
		The author writes in paragraph form (including indentation and transitions).
		The author writes legibly, in cursive, spacing letters, words and sentences.
		The author uses nouns, pronouns, verbs, and adjectives correctly (complete sentences).
		The author uses correct capitalization.
		The author uses correct punctuation.
		The author spells grade level words correctly.
		out of 17 possible

My goal is _____

I will (what, who, when):

1. _____

Name _____ Date _____

2. _____