

Writing Checklist - Grade 6 - Report

Student	Teacher	
		The author gathers relevant information from a variety of sources.
		The author summarizes important findings and does not plagiarize.
		The author uses quotations to support their ideas.
		The author determines which findings to include in the report.
		The report has a main idea.
		The details support the main idea.
		The author writes an appropriate title.
		The report contains an introduction, body, and conclusion.
		The author uses a variety of sentences (simple and complex) and vocabulary.
		The author groups related ideas into paragraphs (including indentation).
		The author maintains a consistent focus throughout the report.
		The author writes legibly, spacing letters, words and sentences.
		The author uses parts of speech correctly.
		The author uses correct punctuation and capitalization.
		The author spells words correctly.
		The author cites sources.
		The author follows the writing process (prewriting, drafting, revising, editing, publishing).
		out of 17 possible

My goal is _____

I will (what, who, when):

1. _____

2. _____