



Informative Writing Assignment Sheet and Checklist

Completed			Tasks to Complete
You	Partner		
<input type="checkbox"/>	<input type="checkbox"/>	1.	Complete a Matrix of information: 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 outline to organize your writing
<input type="checkbox"/>	<input type="checkbox"/>	4.	Read and research from at least 3 sources to answer your question. Some helpful websites: www.proquestk12.com www.erslibrary.org
<input type="checkbox"/>	<input type="checkbox"/>	5.	Keep notes as you read. Remember "key words". Include the source with your notes.
<input type="checkbox"/>	<input type="checkbox"/>	6.	Write a rough draft for your project
<input type="checkbox"/>	<input type="checkbox"/>	7.	Create text features as needed: <ul style="list-style-type: none"> ▪ Title page and Table of Contents ▪ Diagrams, timelines, graphics, graphs ▪ Page numbers, Headings and sub headings ▪ Glossary and/or index
<input type="checkbox"/>	<input type="checkbox"/>	8.	Write your bibliography with this format: A list in alphabetical order of your references If it is a book: author (last name, first name), (year published), <u>Title</u> (underlined), Publisher. EXAMPLE: Jones, Henry, 2004, <u>The History of George Washington</u> . Random House. If it is a website: copy down URL and the date you accessed the web. EXAMPLE: www.history.com/george_washington/gw.pdf , accessed January 11, 2011.
<input type="checkbox"/>	<input type="checkbox"/>	9.	Revise your project: 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.	Edit your project. Check your spelling and punctuation, including quotation marks. Have your writing partner check it too.
<input type="checkbox"/>	<input type="checkbox"/>	11.	Publish your project —type or recopy in pen with your best handwriting.
<input type="checkbox"/>	<input type="checkbox"/>	12.	Illustrate your project: 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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