

Name _____ Date _____

Writing Checklist – Informative Essay

Introduction

- ☐ Have you used two or three sentences to tell the reader what you are going to inform them about?
- ☐ Make sure you include informative details to support your topic.
- ☐ Are your supporting details informative and related to the topic?
- ☐ Make sure your topic is stated clearly.
- ☐ Please be sure that your reader is interested in what you are trying to inform them about.

Body

- ☐ Is there a paragraph for each of your 3 – 5 details?
- ☐ At the beginning of each paragraph, be sure to include the topic for that paragraph.
- ☐ You should also include details in each of your paragraphs to support the topic.
- ☐ Did you organize your essay in an order that makes sense?
- ☐ Make sure each paragraph transitions easily from one to the next.

Conclusion

- ☐ In your conclusion, did you restate the topic of the informative essay?
- ☐ Did your conclusion include enough information to leave the reader satisfied and well informed?
- ☐ Did you summarize the previous paragraphs in your informative essay?

Overall

- ☐ In your informative essay, have you told the reader everything that the need to know about the topic?
- ☐ Do all your paragraphs relate back to the original topic?
- ☐ Is the reader interested in what you wrote? Do they now know more about the topic than they did before reading your essay?