

Name _____

Writing an Informative Essay checklist

Elements of an informative/ explanatory text	What this will look like?	yes	no
Have I introduced a topic clearly and provided a general focus?	Have I stated the topic? Have I stated the main ideas of the topic?		
Have I grouped related information logically?	Have I included the information in a way that makes sense (grouping like information together)?		
Have I used headings when useful to aid comprehension?	Have I used headings to show my reader the focus of each paragraph?		
Have I developed the topic with facts, definitions, and concrete details?	Have I used enough details for each point that I make? Have I used enough facts for each point that I make?		
Have I linked ideas within and across categories?	Have I used enough transition words to link all the information in a paragraph together? Have I used enough transition words to make one paragraph flow to another?		
Have I used domain-specific vocabulary to explain the topic?	Have I used the vocabulary of the topic I am studying and writing about?		
Have I provided a concluding section related to the information provided?	Have I stated the topic? Have I stated the main ideas of the topic?		