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?