

# STUDENT WRITING CHECKLIST

## GRADE 4-5 REPORT

Use this checklist to plan, write, revise and edit your paper.

### THINGS TO REMEMBER FOR REPORT

- A report contains a personal interpretation, analysis or evaluation to show you understand the topic.
- Support your topic with relevant facts, details and examples.
- A report has an introduction, middle and conclusion.
- A variety of sources are used.

### IDEAS AND CONTENT

- I have a clear purpose or make a point.
- I use clear details and examples to help the reader understand my message.
- I stick to the main idea.
- I am writing about something I know.

### ORGANIZATION

- My introduction makes a reader want to keep on reading.
- I tell things in an order that makes sense.
- I use details in my paper go together.
- I have a good ending.

### VOICE

- My writing shows what I have learned.
- I like what I have written.
- My writing sounds like me.
- I have thought about my reader. I have tried to make my writing clear to the reader.

### WORD CHOICE

- I use words that make my meaning clear.
- My words are accurate and specific.
- I try to say things in my own way.
- Sometimes I try to say things in new and different ways.

### SENTENCE FLUENCY

- My sentences make sense.
- I keep my paper interesting by using different sentence lengths.
- My sentences begin in different ways.
- My paper would sound good if it were read aloud.

### CONVENTIONS

- I use correct punctuation.
- I use capital letters correctly.
- My spelling is correct.
- I indent my paragraphs.
- I use correct grammar.

- I have proofread my paper.