

STUDENT WRITING CHECKLIST

GRADES 7 – 8 REPORT

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

Things To Remember Before Writing Your Report

- Organize the report with a clear beginning, middle and end including the use of smooth transitions.
- Use your own words (except for material quoted) that state, develop and provide a concluding statement for a point of view.
- Provide support through facts, details, examples or descriptions that are appropriate, directly related to the topic, and from a variety of cited sources.
- Use personal interpretation, analysis, evaluation or reflection to show understanding of the subject from cited sources.

IDEAS AND CONTENT

- My report has a clear purpose and a point of view.
- I use clear details and examples to help the reader understand the point of view.
- I stick to the main idea. I leave out details I do not really need.

ORGANIZATION

- My introduction makes a reader want to keep on reading.
- I tell things in an order that make sense.
- I use smooth transitions between sentences, paragraphs and ideas.
- My report has a conclusion.

VOICE

- My writing shows I have an understanding of the subject.
- My writing sounds like me.
- I have thought about my reader.
- I make my writing clear to the reader.

WORD CHOICE

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

SENTENCE FLUENCY

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

CONVENTIONS

- I indent my paragraphs.
- My punctuation is correct.
- I use capital letters on names of special people, places, or things.
- My spelling is correct.
- I use correct grammar.

- I have proofread my paper.