**Writing #8** Final Revision and Formatting  
When you’re done composing, it’s time to polish up! Use this Information Writing Checklist to evaluate your own work.

**Information Writing Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Not yet** | **Starting to…** | **Yes!** |
| **Overall** | I conveyed ideas and information about a subject in a well-structured text. Sometimes I incorporated arguments, explanations, stories, or procedural passages. |  |  |  |
| **Lead** | I wrote an introduction in which I interested readers, perhaps with a quote or significant fact. I let readers know the subtopics that I would develop later and how my text would  unfold. |  |  |  |
| **Transitions** | I used transitions to help readers understand how different bits of information and different parts of my writing fit together.  I used transitions to help connect ideas,  information, and examples.  I used transitions such as: *for*  *instance, such as, similarly, therefore, as a result, in contrast to, and on the other hand*. |  |  |  |
| **Ending** | I wrote a conclusion in which I restated the important ideas and offered a final “so what” for the reader. |  |  |  |
| **Organization** | I chose a focused subject. |  |  |  |
|  | Each chapter has a title. |  |  |  |
|  | I used subheadings and/or clear introductory transitions to separate sections. |  |  |  |
|  | I made effective choices about how to order sections and about the sequence of information and ideas within sections. I chose structures such as compare-and-contrast,  description, and problem/solution to organize information and ideas. |  |  |  |
| **Development** | I included many kinds of information such as facts, quotations, examples, anecdotes, and  definitions. |  |  |  |
|  | I used trusted sources and information from experts on the topic and gave the sources credit. |  |  |  |
|  | I worked to make my information understandable and interesting. To do this, I may have referred to earlier parts of my text, summarized background information, raised  questions. |  |  |  |
| **Craft** | I chose my words carefully to explain my information and ideas and to have an effect on  my reader. |  |  |  |
|  | I included content-specific vocabulary and when necessary I explained vocabulary words to readers. |  |  |  |
|  | I used text features that contribute to the ideas and information presented.  I have at least one text feature in each chapter. |  |  |  |
|  | I was careful not to ‘insert’ my own opinions or experiences into the text. |  |  |  |
| **Spelling** | I used resources to be sure the words in my writing are spelled correctly, including technical vocabulary. |  |  |  |
|  | I used punctuation such as dashes, parentheses, colons, and semicolons to help me include extra information and explanation in some of my sentences. |  |  |  |
|  | I accurately cited my references, using appropriate punctuation. |  |  |  |

**Assignment:**  
1. Use the checklist above to evaluate your work. If you are in the “Not yet” column, that should be a good focus for you to revise. Make your final revisions. Ask someone for feedback (send it to a friend, or ask someone at home).  
2. Make sure you format (set up) your chapter book the right way. The checklist below will help you do that!

|  |  |
| --- | --- |
| **Check when done** | Formatting Your Final Work |
|  | **Create a title page.** This page should include the title of your book. Your name and date. A picture. |
|  | **Table of contents** should be on the next page all by itself. |
|  | **Chapters.** Each chapter should begin on a NEW page. |
|  | **Works Cited page.** The very last page should include a list of all resources you used. |
|  | **Font** should be Times New Roman or Comic Sans, 12 or 14-point only. |