



## Informative/Expository Checklist

Use this checklist to evaluate your writing. This checklist is organized according to the five traits, or domains of good writing. Click on MY Tutor® for in-depth analysis, revision tips, examples and strategies to improve your writing prior to submission.

### FOCUS & Purpose

- ☐ I have read the writing topic and identified my audience and purpose.
- ☐ I have read my essay to make certain the words are appropriate for my audience.
- ☐ I stay focused on a specific subject clearly expressed in a thesis statement.

### CONTENT DEVELOPMENT/ELABORATION

- ☐ I have included at least three main ideas.
- ☐ I have included at least three or four details to support each main idea. Details include facts, statistics, examples, or personal experiences.

### ORGANIZATION

- ☐ I include a question, an exclamation, or an interesting fact or statistic in my first paragraph/introduction as a "hook" to grab my reader's attention.
- ☐ I included a thesis/controlling idea statement at the end of my introduction.
- ☐ I have included transitions between ideas and paragraphs to enhance meaning.
- ☐ I have presented my ideas in a clear order with my strongest argument last.
- ☐ I included a strong statement in my conclusion that tells readers what to do-a call to action.

### LANGUAGE USE & STYLE

- ☐ I varied the lengths of my sentences so that I have both long and short sentences.
- ☐ I replaced general descriptive words with more specific descriptive words (specific nouns, vivid verbs, colorful modifiers).

## GRAMMAR & CONVENTIONS

☐ I have read my essay out loud (to yourself) so that I can hear my mistakes and correct them.

I will try to make my reader SMILE by checking:

☐ **Sentences:** Each sentence has a subject and a verb (an action).

☐ **Marks:** End each sentence with a **punctuation mark**.

☐ **Indents:** Indent when you begin a new paragraph.

☐ **Letters:** Start each sentence with a **capital letter**.

☐ **Editor:** I have used MY Editor as a final check for possible errors in mechanics, style, punctuation and spelling.

## Notes