**Information Writing Checklist**

I can check my writing to make sure…

**Job**

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| 1. I taught my readers about a topic. |  |
| 2. In the beginning, I named my topic and got my reader’s attention.  |  |
| 3. I told different parts about the topic on different pages.  |  |
| 4. I wrote an ending.  |  |
| 5. I used labels and words to give facts.  |  |
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**Information Writing Editing Checklist**

I can check my writing to make sure…

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| 1. I wrote my **name** on my writing. |  |
| 2. I wrote the **date** onmy writing. |  |
| 3. I wrote **page numbers** on my writing.  |  |
| 4. I used **upper case letters** for starting sentences and names. |  |
| 5. I spelled **all the word wall words** correctly.  |  |
| 6. I used all I know about words and chunks of words to help me **spell well.**  |  |
| 7. I ended every sentence with **punctuation.** |  |
| 8. I wrote a **title** on my writing piece. |  |
| 9. I used **commas** in dates and lists. |  |
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