



Information Report Checklist

Student Name: _____ Date: _____

INTRODUCTION

- 1. Does the introduction capture or grab the reader's interest?
- 2. Does the introduction tell what the report is about? (Thesis or claim)

BODY

- 3. Does the body tell important information about the report topic?

DOES EACH PARAGRAPH IN THE BODY:

- 4. Focus on 1 topic?
- 5. Present important details about the topic?
- 6. Use transition words to connect sentences when appropriate?
- 7. Are the paragraphs easy to understand?
- 8. Is there enough elaboration/conclusions drawn by the author, that answers the question, "So what?"

CONCLUSION

- 9. Does the conclusion retell the most important information about the report topic?
- 10. Does the report have a definite end? Has the author wrapped it up?

CONVENTIONS

- Do you have correct spelling, punctuation, capitalization, and correct grammar(subject-verb agreement, correct pronouns, etc.)?