Informational Reports Checklist

Name

Title Yes No Not Sure

1. My report has a strong lead. \_\_\_ \_\_\_ \_\_\_
2. The information in my report is accurate. \_\_\_ \_\_\_ \_\_\_
3. I fact-checked my information. \_\_\_ \_\_\_ \_\_\_
4. I included graphics to support my information. \_\_\_ \_\_\_ \_\_\_
5. I included captions that explain each graphic. \_\_\_ \_\_\_ \_\_\_
6. My report includes multiple perspectives so that I do not sway my readers to think one way. \_\_\_ \_\_\_ \_\_\_
7. My report is logically sequenced. \_\_\_ \_\_\_ \_\_\_
8. I included elaboration and advanced nouns to make my writing clearer. \_\_\_ \_\_\_ \_\_\_
9. My report has a strong ending that keeps readers thinking. \_\_\_ \_\_\_ \_\_\_
10. I included primary sources. \_\_\_ \_\_\_ \_\_\_
11. I included questions that drive the information in my report. \_\_\_ \_\_\_ \_\_\_
12. I used conversational language in my report. \_\_\_ \_\_\_ \_\_\_

**Quality Writing Checklist  
I looked for and revised…**

Incomplete sentences. \_\_\_ \_\_\_ \_\_\_

Subject/verb agreement. \_\_\_ \_\_\_ \_\_\_

Correct verb tense. \_\_\_ \_\_\_ \_\_\_

Regular and irregular verbs. \_\_\_ \_\_\_ \_\_\_

Strong active verbs. \_\_\_ \_\_\_ \_\_\_

Punctuation (italics and quotation marks.) \_\_\_ \_\_\_ \_\_\_

Capitalization. \_\_\_ \_\_\_ \_\_\_

Spelling. \_\_\_ \_\_\_ \_\_\_

Indented paragraphs. \_\_\_ \_\_\_ \_\_\_