



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 read the writing topic and identified my audience and purpose.
- I read my essay to make certain the words are appropriate for my audience.
- I stay focused on the specific topic, clearly expressed in a thesis/controlling idea.

CONTENT DEVELOPMENT/ELABORATION

- I included at least three main ideas.
- I included several examples of source-based evidence to support each main idea. Details included research on facts, statistics and/or personal experiences.

ORGANIZATION

- I included a question, an exclamation, or an interesting fact or statistic in my first paragraph/introduction as a "hook" to grab my audience's attention.
- I included a thesis/controlling idea at the end of my introduction.
- I included transitions between ideas and paragraphs to enhance meaning.
- I organized my ideas clearly and distinctly.
- I emphasized my thesis/controlling idea at the beginning of my conclusion and suggested reasons why my audience may want to learn more.

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 read my essay out loud (to myself) to hear possible errors and correct them.
- Each sentence has a **subject** and a **verb**.
- Each sentence ends with a **punctuation mark**.
- Each sentence begins with a **capital letter**.
- I used **MY Editor** as a final check for possible errors in mechanics, style, punctuation and spelling.

Notes