

## Checklist for Expository Writing

**My essay or letter will explain successfully if I select specific, relevant content and organize my writing well. That means I should**

- follow the directions given in the writing prompt;
- narrow my topic;
- stay focused on the main ideas;
- elaborate by using reasons, well-chosen and specific details, examples, and/or anecdotes to support my ideas;
- include information that is interesting, thoughtful, and necessary for my audience to know;
- organize my writing with an introduction, supporting paragraphs with main points and elaboration, and an effective conclusion;
- organize my writing in effective paragraphs; and
- use transitions to connect my ideas.

**My essay or letter will explain successfully if I demonstrate an effective style. That means I should**

- show that I care about my topic by writing in a voice appropriate for my audience and purpose,
- use language that is appropriate for my audience and purpose,
- use specific words and phrases that help the reader understand my ideas, and
- use sentences of varied length and structure.

**My essay or letter will explain successfully if I follow conventions in writing. That means I should**

- follow the rules of Standard English usage,
- spell words correctly,
- use correct capitalization,
- use correct punctuation,
- write complete sentences, and
- indicate where new paragraphs begin.

## Checklist for Persuasive Writing

**My essay or letter will be convincing if I select specific, relevant content and organize my writing well. That means I should**

- follow the directions given in the writing prompt;
- have a clear position and stay focused on that position;
- have more than one argument to support my position;
- elaborate by using reasons, well-chosen and specific details, examples, anecdotes, facts, and/or statistics as evidence to support my arguments;
- organize my writing to make the best case for my position;
- anticipate and refute the opposing position;
- begin my writing with an opening, include a statement of position, and end my writing with an effective persuasive conclusion, such as a call for action; and
- use transitions to connect my position, arguments, and evidence.

**My essay or letter will be convincing if I demonstrate an effective style. That means I should**

- show that I am committed to my position by writing in a voice appropriate for audience and purpose;
- use words, phrases, and persuasive techniques that urge or compel the reader to support my position; and
- use sentences of varied length and structure.

**My essay or letter will be convincing if I follow conventions in writing. That means I should**

- follow the rules of Standard English usage,
- spell words correctly,
- use correct capitalization,
- use correct punctuation,
- write complete sentences, and
- indicate where new paragraphs begin.