

Information Writing Checklist Grades 11-12
North Smithfield School Department

Student _____ Date _____ Task _____

Production and Distribution of Writing

- Develop and strengthen writing as needed by
 - planning (graphic organizers)
 - revising
 - editing
 - rewriting or trying a new approach focusing on addressing what is most significant for a specific purpose and audience. (W.9-10.5)

Text Types and Purposes

- Introduce a topic; organize complex ideas, concepts, and information so that each new element builds on that which preceded it to create a unified whole.
- Include formatting (e.g., headings), graphics (e.g., figures, tables), and multimedia when useful to aiding comprehension. (W.11-12.2a)
- Develop the topic thoroughly by selecting the most significant and relevant, and sufficient facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic. (W.11-12.2b)
- Use appropriate and varied transitions and syntax to link the major sections of the text, create cohesion, and clarifies the relationships among complex ideas and concepts. (W.11-12.2c)
- Use precise language and domain-specific vocabulary to manage the complexity of the topic. (W.9-10.2d)
- Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing. (W.11-12.2e)
- Provide a concluding statement or section that follows from and support the information or explanation presented (e.g., articulating implications or the significance of the topic). (W.11-12.2f)

Research to Build Knowledge

- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively;
 - assess the strengths and limitations of each source in terms of the task, purpose, and audience
 - integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any source. (W11-12.8)
 - follow a standard format for citation.

Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking; errors do not impair the readability. (L.11-12.1)
- Conform to the guidelines of a style manual appropriate for the discipline and writing type.