

**Information Writing Checklist Grades 9-10**  
**North Smithfield School Department**

Student \_\_\_\_\_ Date \_\_\_\_\_ Task \_\_\_\_\_

**Production and Distribution of Writing**

- Develop and strengthen writing as needed by
  - o planning (graphic organizers)
  - o revising
  - o editing
  - o 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 to make important connections and distinctions.
- Include formatting (e.g., headings), graphics (e.g., figures, tables), and multimedia when useful to aiding comprehension. (W.9-10.2a)
- Develop the topic with well-chosen, relevant, and sufficient facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic. (W.9-10.2b)
- Use appropriate and varied transitions to link the major sections of the text, create cohesion, and clarifies the relationships among complex ideas and concepts. (W.9-10.2c)
- 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.9-10.2e)
- Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g., articulating implications or the significance of the topic). (W.9-10.2f)

**Research to Build Knowledge**

- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively;
  - o assess the usefulness of each source in answering the research question
  - o integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and
  - o follow a standard format for citation. W.9-10.8

**Language**

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