



Name: _____

Cohort: _____

INFORMATION PIECE FINAL DRAFT CHECKLIST

ORGANIZATION

- _____ Table of Contents includes exciting section titles
- _____ Introduction hooks the reader with a fact or anecdote and has a conversational tone. Introduction also previews subsections.
- _____ At least three sections that include section headings
- _____ Conclusion links back to the introduction, summarizes important information and inspires the reader to interact with topic.

CONVENTIONS

- _____ Subjects and verbs agree.
- _____ Paragraph breaks are grammatically correct.
- _____ Corrected for proper use of symbols, numbers, capitalization, abbreviations, and slashes.
- _____ Homonyms are spelled correctly.

CONTENT

- _____ Has 8-11 paragraphs (including introduction and conclusion)
- _____ Section paragraphs include topic sentences
- _____ Section paragraphs include three details and two thought sentences
- _____ Section paragraphs include sew-it-up sentences
- _____ Bridge sentences transition between paragraphs and sections
- _____ Includes two footnotes
- _____ Includes two sidebars
- _____ Includes two diagrams
- _____ Includes two illustrations
- _____ Cover art

BONUS!!!

- _____ Typed
- _____ Has paragraph breaks for dramatic effect.
- _____ At least ten common words have been replaced by sophisticated, descriptive words.
- _____ Adds voice through ellipsis, parentheses, and dashes.

FINAL DRAFT SCORE = _____ /18!!!