**Informational Writing Unit Checklist**

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| **Tasks** | | **Notes** | **Teacher Initials** |
| **Task 1** | **Select a Topic** | My topic is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Task 2** | Obtained **Two, Credible Resources** | **Source 1:**  **Source 2:** |  |
| **Task 3** | **Write Thesis Statement**  (subject + statement + 3 main ideas) |  |  |
| **Task 4** | **Type and Print Intro. Paragraph**  (Hook + Thesis Statement) | **Format piece:** included MLA Heading and a Title  \*12 point font  \*Times New Roman  \*Double space  **Note:** remove extra space after paragraph |  |
| **Task 5** | **Write Body Paragraph #1**  \*Topic sentence  \*Min. of seven, supporting details  \*Highlight content specific vocabulary used |  |  |
| **Task 6** | **Write Body Paragraph #2**  \*Topic sentence  \*Min. of seven, supporting details  \*Highlight content specific vocabulary used |  |  |
| **Task 7** | **Write Body Paragraph #3**  \*Topic sentence  \*Min. of seven, supporting details  \*Highlight content specific vocabulary used |  |  |
| **Task 8** | **Type and Print Body Paragraphs**  \*Indent each paragraph  \*Use transition words and phrases to connect ideas |  |  |
| **Task 9** | **Type Conclusion**  \*Restate thesis in a new way  \*Leave reader with a lasting impression |  |  |
| **Task 10** | **Add Text Features**  \*Add text features to aid comprehension and explain significance of domain specific vocabulary used | **List Text Features used:** |  |
| **Task 11** | **Cite Sources and Print**  \*Follow MLA format to cite a minimum of two sources |  |  |
| **Task 12** | **Revise Piece** (Writer does Independently)  \*Use colored pen/pencils to show marks, comments  \*Use rubric to show current level of understanding |  |  |
| **Task 13** | **Informational Fair Booth**  \*What will you create to share at your booth?  \*What hands on materials will you use?  \*Prepare notecards with bullet points to share | **Suggestions:** poster, website, video, graphic aids, artifacts |  |
| **Task 14** | **Rehearse for Fair**  \*Practice speaking, check volume  \*Eye contact  \*Timing of when you will reference materials at booth  \*Be prepared to answer question | Week of Jan. 18: Informational Fair @ GES |  |