**Informational Writing Unit Checklist**

|  |  |  |
| --- | --- | --- |
| **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 |  |