**Checklist for Writing Reports**

Ask yourself these kinds of questions when evaluating your classroom reports.

**PREWRITING: Choosing a Topic**

\_\_\_\_\_ Make a cluster for a general subject.

\_\_\_\_\_ Put a star next to your favorite question (or idea).

\_\_\_\_\_ Research this question to find a specific topic.

**Gathering Details**

\_\_\_\_\_ List questions about your specific topic.

\_\_\_\_\_ Find good sources of information.

\_\_\_\_\_ Use a gathering grid to answer the questions.

\_\_\_\_\_ Use note cards if you need more room for answers.

\_\_\_\_\_ Add new questions and ideas that come to mind.

\_\_\_\_\_ Form a focus and plan your writing.

**WRITING and REVISING**

\_\_\_\_\_ Begin with an interesting idea and state your topic and focus.

\_\_\_\_\_ State your main points and details in the best order.

\_\_\_\_\_ Use a variety of interesting details.

\_\_\_\_\_ Write a strong ending.

\_\_\_\_\_ Prepare a works-cited page (if assigned).

**EDITING and PROOFREADING**

\_\_\_\_\_ Check for clear and complete sentences.

\_\_\_\_\_ Make sure all the words are spelled correctly.

\_\_\_\_\_ Use correct punctuation and capitalization.

\_\_\_\_\_ On your works-cited page, list all the sources you used.

\_\_\_\_\_ Follow the correct form for your final copy.

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