Expository Writing

Revising Checklist

Elements	YES	NO
Content		
Readers are informed about the topic in a clear and effective way.		
An objective tone is maintained throughout the essay.		
Sufficient and relevant support is provided.		
Organization		
Ideas are organized into a 4-paragraph essay (introduction, 2 body paragraphs, and conclusion).		
Ideas are ordered according to genre and theme.		
Indentation is used at the beginning of each of the 4 paragraphs.		
An introduction that presents the topic, engages readers, and contains a thesis statement is written.		
A clear, well-developed, and relevant thesis statement is written.		
Two well-structured body paragraphs each developing one main idea are written.		
A conclusion that replies to the thesis statement and summarizes the main points is written.		
Suitable transitions are used to connect ideas.		

Editing Checklist

Elements	YES	NO
Language and Conventions		
Learned grammatical rules are applied.		
Spelling rules are applied and familiar words are spelled correctly.		
Formal language is used.		
Vocabulary relevant to the theme and genre is chosen.		
Capitalization and punctuation rules are applied.		
Clear and neat handwriting is evident.		

Narrative Writing

Revising Checklist

Elements	YES	NO
Content		
Readers are engaged with a clear purpose.		
A clear narrative voice is evident.		
All story elements (characters, setting, plot, and theme) are developed.		
Organization		
Ideas are organized into a 4-paragraph essay (introduction, 2 body paragraphs, and conclusion).		
Events are chronologically developed.		
Indentation is used at the beginning of each of the 4 paragraphs.		
An introduction that presents the topic, engages readers, and contains a thesis statement is written.		
A clear, well-developed, and relevant thesis statement is written.		
Two well-structured body paragraphs each developing one main idea are written.		
A conclusion that replies to the thesis statement and summarizes main points is written.		
Suitable transitions are used to connect ideas.		

Editing Checklist

Elements	YES	NO
Language and Conventions		
Learned grammatical rules are applied.		
Spelling rules are applied and familiar words are spelled correctly.		
Formal language is used.		
Vocabulary relevant to the theme and genre is chosen.		
Capitalization and punctuation rules are applied.		
Clear and neat handwriting is evident.		