

# Informational Essay Second Draft – Peer & Self Editing Checklist

Review your second draft with a partner, using this checklist.

Please write in corrections and changes on your second draft using red.

## Ideas & Content:

- Introductory paragraph has interesting:
  - hook
  - general information
  - thesis
- Body paragraphs include interesting:
  - specific, factual details
  - definitions
  - examples

## Organization, Clarity, and Style:

- The introduction paragraph includes a hook, general information, and a thesis statement.
- Each body paragraph has an introductory sentence.
- Each body paragraph has detail sentences organized logically.
- Each body paragraph ends with a conclusion sentence.
- Transition “key words” are used to cue the reader in understanding how ideas are related.
- The conclusion paragraph restates the thesis in a new way, summarizes the main points of the essay, and ends with something the reader will think about.

## Word Choice & Voice:

- Specific vocabulary that relates to this topic is used.
- Vague words have been replaced with vivid, accurate terms. (for example, replace: nice, stuff, things, good/bad, happy/sad, a lot, fun, very...)

## Sentence Fluency:

- Sentences begin in a variety of ways. (Use your previous notes to help with this!)
- Some sentences are long (but not run-ons!), and others are short.

## Conventions:

- Spelling is correct for all words, including homophones (such as their/they're/there).
- Number words less than 100 are spelled out as words, not written as digits.
- All sentences have an appropriate end-mark.
- All sentences begin with a capital letter.
- Capital letters are used to begin all proper nouns (such as place names, names of people, or titles).
- Commas, quotation marks, and apostrophes are used appropriately.
- Paragraphs are indented.
- No extra blank lines are left between paragraphs.

**Edited with** \_\_\_\_\_

**Correct the typed copy, save it, and print the final copy to turn in.**