# Information Report – Checklist

| *List of criteria* | | | |
|---|---|---|---|
| **Basic Features** | | **Advanced Features which *enhance meaning*** | |
| Title | | Some subheadings have more than 5-7 Fact Sentences, or more than one paragraph | |
| Contents page | | Used appropriate grammar: verbs & adjectives | |
| Classification (definition and short description) | | Glossary in alphabetical order | |
| Underlined Subheadings | | All illustrations/photographs have a caption to explain it | |
| Information organized into Paragraphs | | All subheadings have a matched/appropriate image or visual | |
| Paragraphs with 4-5 Fact Sentences (min) & paraphrased information? | | Maps? (min. 1) | |
| Concluding statement used | | Timeline or flowchart (min. 1) | |
| **Bolded** 'technical' words (verbs, nouns and adjectives) – unique to your topic | | graph/table? (min. 1) | |
| Glossary | | Hyperlinks (try and put one in each paragraph) | |
| Visual: photograph | | Fact boxes – for 'stand-alone' facts which don't belong in any sub headings | |
| A labelled diagram. | | 2 or more **bolded** technical words per sub-heading | |
| | | Used time connectives | |
| | | All information included as fact, and not opinion. | |
| | | Writes using present tense (or past but not future) | |
| | | Bibliography used (to reference where information was found) | |
| | | Comparison visual: chart, table, Venn diagram, to compare two subjects | |
| | | Variety of sentence types used: simple, compound, complex | |
| **SCORE:    /28** | | | |
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