

Address relevant conventions *per writing unit*

Persuasive

- Use exclamatory sentences rarely— only for emphasis or shock value.
- Use an ellipsis to represent omitted words from a direct quote.
- Use a colon to introduce a direct quote.
- Use quotation marks to indicate words/sentences pulled from a source.
- Connect main clauses/sentences with semicolons.
- Indent new paragraphs to indicate a new reason or different perspective.
- Write opinion pieces in first-person point of view (i.e., *I*).
- Write persuasive pieces in second-person point of view (i.e., *you*).
- Use accurate formatting and punctuation for works cited/bibliography.
- Include modal auxiliaries (e.g., *can, may, must*).
- Establish tone and attitude with ellipses (to indicate a dramatic pause).
- Establish tone and attitude with em dashes (to add emphasis).

Informative

- Indent new paragraphs for each facet of the topic.
- Write in third person (e.g., *he, she, it, they*) for most informative pieces.
- Capitalize proper nouns.
- Maintain consistent verb tense.
- Utilize subject-verb agreement.
- Separate items in a series with commas.
- Follow parallel structure with items listed in a series.
- Set off definition details/appositives with commas, parentheses, or em dashes.
- Use parentheses to add tips, suggestions, cautions, and background information.
- Use accurate formatting and punctuation for business/friendly letters.
- Join two or more independent clauses with a semicolon.
- Use colons to introduce a list.
- Use colons to introduce a quote.
- Use an ellipsis to represent omitted words from a direct quote.
- Use quotation marks to indicate words/sentences pulled from a source.
- Add information with phrases and clauses.
- Use accurate formatting and punctuation for works cited/bibliography.

Argumentative

- Use exclamatory sentences sparingly.
- Use an ellipsis to represent omitted words from a direct quote.
- Use quotation marks to indicate a direct quote.
- Connect main clauses/sentences with semicolons.
- Indent new paragraphs to indicate a new reason/subtopic.
- Write arguments in third person (e.g., *he, she, it, they*).
- Use accurate formatting and punctuation for works cited/bibliography.
- Include modal auxiliaries (e.g., *can, may, must*).
- Establish tone and attitude with ellipses (to indicate a dramatic pause).
- Establish tone and attitude with em dashes (to add emphasis).

Narrative

- Use personal pronouns.
- Include possessive pronouns.
- Maintain pronoun-noun (antecedent) agreement.
- Use apostrophes appropriately to show possession.
- Employ action verbs.
- Use linking verbs to show connections.
- Utilize precise verb tenses.
- Maintain consistent verb tense.
- Utilize active voice.
- Form contractions with apostrophes.
- Punctuate dialogue accurately.
- Use punctuation to create mood (ellipsis for suspense, parentheses for secrets, intentional fragments for drama, etc.).
- Indent for each new speaker (dialogue), setting, and action.
- Include a comma with coordinate adjectives.

Address relevant conventions *within developmental writing stages*

Pictorial WRITING

Label WRITING

- Represent words with squiggle lines.
- Use correct letter formation/orientation.
- Use readable spelling.
- Include a vowel in every word.
- Leave space between words.
- Copy environmental print correctly.

List WRITING

- Use correct letter formation/orientation.
- Write on a line.
- Use readable spelling.
- Include a vowel in every word.
- Leave space between words.
- Copy environmental print correctly.

PERSUASIVE

- Capitalize the first-person pronoun (*I*).
- Use personal pronouns (e.g., *I, me, my, you, your*, etc.).

INFORMATIVE

- Use common nouns.
- Capitalize proper nouns.
- Use numbers or bullets to list items.
- Use commas to set off items in a series.

NARRATIVE

- Capitalize proper nouns.

Sentence WRITING

- Write on a line.
- Leave space between words.
- Capitalize first word in a sentence.
- End declarative sentences with periods.
- Wrap sentences from one line to the next.
- Use readable spelling.
- Copy environmental print correctly.

PERSUASIVE

- End exclamatory sentences with exclamation marks.
- End interrogative sentences with question marks.
- Capitalize the first-person pronoun (*I*).
- Use personal pronouns (e.g., *I, me, my, you, your*, etc.).

INFORMATIVE

- Use common nouns.
- Capitalize proper nouns.
- Include action verbs.
- Use numbers or bullets to list items.
- End interrogative sentences with question marks.
- End imperative sentences with periods.
- Connect ideas with simple conjunctions.
- Use commas to set off items in a series.

NARRATIVE

- End interrogative sentences with question marks.
- End exclamatory sentences with exclamation marks.
- Capitalize proper nouns.
- Include action verbs.
- Include descriptive adjectives.
- Use apostrophes appropriately to show possession.