“How-To” Paragraph Checklist

Name ______________________________

☐ Choose a process to describe.

_____________________________________________________________________________________

☐ Plan paragraph with steps in order.

☐ Write a rough draft of paragraph.

___ Topic sentence
___ 3 – 4 Detail Sentences
___ Time Order Words
___ Concluding Sentence
___ Indention
___ Capitalization
___ Punctuation

☐ Type paragraph on a computer.

☐ Print