



Informational Writing

Name: _____

Date: _____

Grade: Grade 4

Part A: Fill in the Blank

Write the missing word or number on each line.

1. Before writing, a good author creates a _____ to organize ideas.
2. A graphic _____ such as a web or chart helps a writer sort facts before drafting.
3. During revision, a writer checks that every sentence connects to the _____ idea.
4. Editing focuses on fixing spelling, grammar, and _____ errors.
5. Reading a paragraph _____ helps a writer hear awkward or unclear sentences.
6. A writer should _____ off-topic sentences during the revision step.
7. The first version of a piece of writing is called the rough _____.
8. Adding transition words during revision improves the _____ of the paragraph.
9. A peer reviewer can give helpful _____ about ways to improve the writing.

Part B: Matching

Match each item on the left to the correct answer on the right.

1. Match each writing step to what the writer does.

Planning	→ _____	Fixes spelling and punctuation mistakes
Drafting	→ _____	Writes the first version of the paragraph
Revising	→ _____	Improves ideas, order, and word choice
Editing	→ _____	Gathers facts and organizes ideas

Answer Key · Informational Writing · Grade: Grade 4

Part A: Fill in the Blank

Write the missing word or number on each line.

1. Before writing, a good author creates a plan to organize ideas.
2. A graphic organizer such as a web or chart helps a writer sort facts before drafting.
3. During revision, a writer checks that every sentence connects to the main idea.
4. Editing focuses on fixing spelling, grammar, and punctuation errors.
5. Reading a paragraph aloud helps a writer hear awkward or unclear sentences.
6. A writer should remove off-topic sentences during the revision step.
7. The first version of a piece of writing is called the rough draft.
8. Adding transition words during revision improves the flow of the paragraph.
9. A peer reviewer can give helpful feedback about ways to improve the writing.

Part B: Matching

Match each item on the left to the correct answer on the right.

1. Match each writing step to what the writer does.

Planning	→	<u>Gathers facts and organizes ideas</u>	Fixes spelling and punctuation mistakes
Drafting	→	<u>Writes the first version of the paragraph</u>	Writes the first version of the paragraph
Revising	→	<u>Improves ideas, order, and word choice</u>	Improves ideas, order, and word choice
Editing	→	<u>Fixes spelling and punctuation mistakes</u>	Gathers facts and organizes ideas