

Standard 1.10 Procedure (Informational Writing)

In persuasive writing, students judge, propose, and persuade

Criterion	5 Exceeds	4 Meets (Accomplished)	3 Nearly Meets (Intermediate)	2 Below Standard (Basic)	1 Far Below (Limited)
PURPOSE <ul style="list-style-type: none"> • topic • focus / controlling idea • context/ background for reader as needed throughout paper 	Meets Score 4 PLUS one or more of following:	<ul style="list-style-type: none"> • clear focus of procedure • clear context which lets reader know when procedure is useful • context with list of materials if needed • context as needed throughout 	<ul style="list-style-type: none"> • clear focus of procedure • context may be thin • context includes lists of materials if needed • some context throughout 	<ul style="list-style-type: none"> • focus may be unclear • little or no context • may omit list of materials 	<ul style="list-style-type: none"> • no focus • no context • no list of materials
ORGANIZATION <ul style="list-style-type: none"> • overall structure * introduction * conclusion * transitions * logical progression of ideas 		<ul style="list-style-type: none"> • clear introduction, body, conclusion • effective transitions • logical, effective arrangement of steps • conclusion which advances reader's understanding of process 	<ul style="list-style-type: none"> • introduction • body • conclusion may be weak • some transitions, may be weak 	<ul style="list-style-type: none"> • introduction and / or conclusion weak or missing • some steps may be out of order • transitions weak or missing 	<ul style="list-style-type: none"> • steps hard to follow (confusing to reader) • no transitions • very brief
DETAILS <ul style="list-style-type: none"> • accurate facts, evidence, ideas, information to support purpose 	<ul style="list-style-type: none"> • insightful anticipation and addressing of reader concerns • inventive and striking use of graphics, examples, layout / format 	<ul style="list-style-type: none"> • steps clear, complete, accurate • reader's possible concerns addressed (e.g., potential problems, safety, explanation of reasons for steps) • graphics, examples, images, and format support focus and make procedure clear to reader 	<ul style="list-style-type: none"> • steps complete and accurate • some of reader's possible concerns addressed • some graphics, examples, images, and format support focus and make procedure clear to reader 	<ul style="list-style-type: none"> • some steps may be missing and / or inaccurate • reader's concerns not addressed • few or no graphics, examples, images, formatting 	<ul style="list-style-type: none"> • many missing steps • many inaccuracies • reader's concerns not addressed • no graphics, examples, images, formatting
STYLE / VOICE / TONE <ul style="list-style-type: none"> • word choice, sentence structure/ variety to create chosen effect and engage reader 	<ul style="list-style-type: none"> • sophisticated word choice and/or sentence structure 	<ul style="list-style-type: none"> • precise (not vague or general) word choice • consistent imperative sentence patterns • tone consistent and appropriate to purpose 	<ul style="list-style-type: none"> • appropriate word choice • may have inconsistent imperative sentence patterns • tone consistent and appropriate to purpose 	<ul style="list-style-type: none"> • basic, word choice • may not use imperative sentence patterns at all • awkward sentences • inconsistent or inappropriate tone 	<ul style="list-style-type: none"> • very simple word choice • many awkward and/or repetitious sentences • inappropriate tone