

Reviewing student writing

Procedure Text Type

Student name: _____

Class: _____

Date: _____

	Elementary <i>My writing is below the expected level.</i>	Developing <i>My writing is close to the expected level.</i>	Proficient <i>My writing meets the expected level.</i>	Advanced <i>My writing is above the expected level.</i>
Goal or Aim	<input type="checkbox"/> My procedure doesn't state its goal or aim.	<input type="checkbox"/> My procedure states a goal or aim, but it is not completely clear.	<input type="checkbox"/> My procedure states its goal or aim satisfactorily.	<input type="checkbox"/> My procedure clearly and briefly states its goal or aim.
Materials and Equipment	<input type="checkbox"/> My writing does not list the materials and equipment needed to perform the procedure.	<input type="checkbox"/> My writing lists most of the materials and equipment needed.	<input type="checkbox"/> My writing lists the materials and equipment needed to perform the procedure.	<input type="checkbox"/> My writing correctly lists the materials and equipment needed, in the order that they are needed.
Structure and Cohesion	<input type="checkbox"/> My procedure is missing important steps. There is no clear order to the steps.	<input type="checkbox"/> My procedure is missing some of the steps needed to reach the goal, or puts them in the wrong order.	<input type="checkbox"/> My procedure has steps to reach the goal, in the correct order.	<input type="checkbox"/> My procedure has steps in the correct order. It uses headings to organise information. Where necessary, it explains reasons for steps and gives warnings.
Language Features	<input type="checkbox"/> I describe what happens, rather than telling my reader what to do. I don't use time words that tell my reader when, where and how to do something.	<input type="checkbox"/> Most of my steps are commands and are usually in the present tense. I use some action verbs and time words.	<input type="checkbox"/> All my steps are commands in the present tense. My writing includes action verbs and time words that explain when, where and how to do something.	<input type="checkbox"/> All my steps are commands in the present tense. My writing includes action verbs and time words. My procedure is clear, correct and easy to understand.
Graphics (if required)	<input type="checkbox"/> My procedure doesn't have graphics, or there are graphics without labels and captions.	<input type="checkbox"/> My procedure has one or more graphics but with missing labels and captions. The graphics don't add anything to my writing.	<input type="checkbox"/> My writing has graphics with labels and captions for each step that explain the procedure.	<input type="checkbox"/> My writing has numbered graphics with clear, correct labels and captions for each step. They make the procedure much easier to follow.
Grammar and Spelling	<input type="checkbox"/> I spell a few words correctly and use correct grammar sometimes.	<input type="checkbox"/> I spell many words correctly and use correct grammar often.	<input type="checkbox"/> I use correct spelling and grammar most of the time.	<input type="checkbox"/> I use correct spelling and grammar.
Punctuation	<input type="checkbox"/> I rarely use correct punctuation.	<input type="checkbox"/> I use some correct punctuation.	<input type="checkbox"/> I use correct punctuation most of the time.	<input type="checkbox"/> I use correct punctuation.
Handwriting	<input type="checkbox"/> My handwriting is difficult to read.	<input type="checkbox"/> My handwriting is fairly easy to read.	<input type="checkbox"/> My handwriting is neat and easy to read.	<input type="checkbox"/> My handwriting is neat, attractive and easy to read.

Comment: _____
