

Procedure Writing Rubric

	Needs Improvement	Fair	Good	Excellent
Introduction The goal of the procedure or how to is very clearly established. Prior knowledge or experience required along with who would need this information is conveyed.				
Body Information is detailed and accurate. The resources/ items required are clearly identified. All steps which are written sequentially and include accurate information to ensure that no assumptions need to be made. The methods and or instructions are written explicitly and clearly. Linking words are used to provide clarification (<i>first, then, second, finally etc.</i>) Strong use of action verbs are used (<i>slowly, carefully...</i>) Safety issues are identified where needed.				
Conclusion Is the reader able to fully follow and understand the procedure? Is it effective and complete?				
Punctuation/Grammar Good use of sentence structure, spelling, word choice, mechanics, conventions.				

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