

Evaluation Criteria – Instructions

	Excellent (A)	OK (B)	Weak (C)
Instructions are well introduced	Instructions begin with a good title, a clear statement of the topic, an indication of who the audience is, the scope of the instructions, and any prerequisites or materials the reader should have.	Instructions begin with some of the following elements, but not all: a good title, a clear statement of the topic, an indication of who the audience is, the scope of the instructions, and any prerequisites or materials the reader should have.	Instructions either lack an introduction altogether or don't give the audience enough information about the topic, scope, prerequisites, and materials required.
Instructions have an effective organization	Instructions include an introduction, the body, and a conclusion. Steps flow logically, and all sequential tasks are numbered. There are adequate transitions to guide the reader.	Instructions are fairly well organized, but missing information or transitions.	Organization doesn't seem logical or steps aren't numbered.
If needed, instructions include pictures or animation or sound	Movement, such as folding, dance, or knot tying is adequately shown with images or animation. Images clearly show direction and positions. Audio narration fits content and context.	Media helps clarify the instructions, but could use some improvement.	Instructions only have text, where images would help. Media is gratuitous or confusing.
Writes with good sentence structure, precise wording, and effective language.	Word choice is precise and suits audience. Author has removed clutter and happy talk. All steps use imperative mode and active voice.	Word choice is accurate but weak, general or without variety. Word choice adequately, but not precisely, fits the audience. Some passive sentence construction or sentences that are too wordy.	There are frequent errors in word choice. Extensive use of passive voice. Instructions could be cut in half by deleting redundancies and deleting blather.
Adequately proofreads and revises; follows conventions for grammar, punctuation, and spelling.	Only three or fewer minor errors in spelling or punctuation. Author has proofread drafts and corrected grammatical mistakes.	Instructions are comprehensible but still need proofreading for four to six grammar, spelling, and punctuation errors.	Sentence structure affects clarity. Numerous mechanical errors.