

Writing Process	Points
Planning: completed a time-order chart	
Drafting: wrote the first draft	
Revising: improved the first draft	
Proofreading: marked mistakes and corrected them	
Publishing: prepared the final draft and shared it with others	
Writing Process Total	

Content	Points
Has a title	
Has an introduction that leads into the instructions	
Lists materials needed before the steps begin	
Tells the steps in order	
Gives enough detail about each step	
Uses precise words	
Includes time-order words and spatial words or phrases for clarity	
Has a conclusion that sums up the instructions	
Content Total	

Oral Demonstration	Points
Uses expression with voice, face, hands, and body movements	
Makes eye contact with the audience while speaking	
Speaks clearly, with good pace and volume	
Demonstrates at least one step of the instructions clearly	
Oral Demonstration Total	

Mechanics	Points
Uses punctuation correctly	
Uses capital letters correctly	
Uses correct grammar	
Spells words correctly	
Mechanics Total	
Total Score = Writing Process + Content + Oral Demonstration + Mechanics	

Add the following words to your personal spelling list:

Comments:

Scoring Key

- 3 points complete and correct
- 2 points complete and partially correct
- 1 point partially complete and partially correct
- 0 points not attempted or unacceptable

Introduction:

Materials Needed

Time-Order Words:

Steps

Details



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Conclusion:

Revising Checklist

- ☐ 1. The introduction gets the reader's attention and makes him want to keep reading.
- ☐ 2. All the materials are listed before the instructions begin.
- ☐ 3. The steps are in order.
- ☐ 4. Specific details are given to explain each step.
- ☐ 5. Time-order words and spatial words are included to make the instructions clear.
- ☐ 6. I checked to see where I could replace imprecise words with precise words.
- ☐ 7. The conclusion gives a finished feeling and offers encouragement.

My Speaking Self-Check

- ☐ 1. I used expression with my voice, face, hands, and body movements.
- ☐ 2. I looked at each person in my group while I spoke.
- ☐ 3. I spoke clearly.
- ☐ 4. I spoke with good volume.
- ☐ 5. I spoke at a good pace.
- ☐ 6. I spoke confidently.

Proofreading Checklist

- ☐ 1. I indented the first line of each paragraph.
- ☐ 2. I checked for fragments and run-on sentences.
- ☐ 3. I used capitalization correctly.
- ☐ 4. I put a punctuation mark at the end of each sentence.
- ☐ 5. I used correct punctuation within sentences.
- ☐ 6. I looked for misspelled words.