CHAPTER 6

Writing Instructions

Name

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	International Control of the Control
Total Score = Writing Process + Content + Oral Demonstration + Mechanics	

Add the following words to your personal spelling list:

Comments:



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

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	Materials Needed		
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Time-Order	Steps	Details	
Words:			
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g Gord Gord			
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Conclusion:			
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Revising Ch. The introduction gets the read want to keep reading. All the materials are listed beta. Specific details are given to e. Time-order words and spatial the instructions clear. I checked to see where I could with precise words.	der's attention and make fore the instructions begi xplain each step. words are included to m d replace imprecise word	in. 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 ds 1. I indented the first line of each paragraph. 2. I checked for fragments and run-on sentences.	