

Instructions Rubric

	4	3	2	1
Purpose/Aim	Purpose/aim of instructions is very clear.	Purpose/aim is quite clear, but not outlined well for the audience.	Purpose/aim is not clear at all. Text just starts with instructions.	No attention to purpose/aim of instructions.
Grammar and Sentences	Sentences are concise and use imperative verbs and adverbs where appropriate.	Most of the sentences are concise and usually use imperative verbs where appropriate.	Some of the sentences are concise and sometimes use imperative verbs where appropriate.	Sentences are long and do not use imperative verbs.
Organisation (eg bullet points, steps, headings, sub-headings or numbers)	Instructions are very well organised into major sections with clear labels.	Instructions are well organised into major sections that are labeled.	Instructions are poorly organised.	Instructions have no clear organisation at all.
General	The instructions are easy to follow.	The instructions are quite easy to follow.	Parts of the instructions are easy to follow.	The instructions are difficult to follow.
Presentation	Handwriting is neat and easy to read. Spelling and punctuation correct, capital letters used where necessary. It is obvious a lot of time and effort went into presentation.	Handwriting is somewhat neat, 1-2 spelling and punctuation errors. Capital letters used where necessary most of the time.	Handwriting is not very neat. 3-4 spelling and punctuation errors. Capital letters not used where necessary very often.	Handwriting is hard to read. Many spelling and punctuation errors. Missing many capital letters. Not much time spent on final copy.

TOTAL MARKS