

Assessment of Procedure Writing

Student Name: _____

Date: _____

Purpose

1. ☐ Writing commands the reader on how to complete a process
2. ☐ Writing maintains a consistent theme

Structure

1. ☐ Goal is stated
2. ☐ Materials needed are stated in the order in which they will be used
3. ☐ Steps are written in the correct order

Grammar

1. ☐ Wide variety of action verbs are used
2. ☐ Action verbs in the present tense of used
3. ☐ Adverbs are used to indicate manner (e.g firmly, furiously, gradually)
4. ☐ Different forms of modality are used to make meaning stronger or weaker (e.g could, should, may, must, might)
5. ☐ Temporal connectives are used to ensure processes are in correct time order (e.g after melting the butter then add the flour)
6. ☐ Conditional connectives are used (e.g If stuck in a traffic jam and not moving, turn the engine off)
7. ☐ Adjectives or describing words are used
8. ☐ Writing manipulates commands, descriptors and qualifiers
9. ☐ Writing utilises specific vocabulary related to the topic - pulp, pour, desiccated

Writing Features

1. ☐ Writing is planned
2. ☐ Both simple and compound sentences are used
3. ☐ The tense of verbs is consistent
4. ☐ The subjects and verbs agree
5. ☐ Plurals and articles are used correctly
6. ☐ Capital letters, full stops other punctuation makers are used correctly
7. ☐ Sub headings are provided e.g materials
8. ☐ Work is edited carefully
9. ☐ Spelling is carefully checked and corrected
10. ☐ Diagrams are provided to support the verb and noun