

Rubric for Assignment #2: Instructions

	4	3	2	1	0
Introduction	The introduction states the purpose of the task, describes safety measures or other concerns that the reader should understand, and lists the necessary tools and materials.	The introduction states all the required information, but one or two details are missing or the information is not fully explained.	The introduction includes most of the required content, but several details are missing.	The introduction is missing one of the required sections.	The introduction is missing two or more of the required sections, or the introduction is missing significant details that make the instructions difficult to follow.
Instructions & Conclusion	The step-by-step instructions consist of at least 5 numbered steps, which provide all the information necessary to complete the task. The instructions are expressed in the imperative mood. The conclusion includes any necessary follow-up advice and includes a troubleshooting guide (if appropriate).The instructions are written in a simple and direct manner, which avoids jargon.	The instructions consist of at least 5 numbered steps, which provide all the information necessary to complete the task. The instructions are expressed in the imperative mood. The conclusion includes any necessary follow-up advice and includes a troubleshooting guide (if appropriate). One or two sentences are awkward, difficult to understand, or include jargon.	The instructions consist of at least 5 numbered steps, which provide most of the details necessary to complete the task. Most steps are in the imperative mood, but one or two use the incorrect tense. The conclusion includes some follow-up advice and some troubleshooting suggestions (if appropriate). One or two sentences are awkward, difficult to understand, or include jargon.	The instructions consist of at least 5 steps, which provide most of the necessary information. Most steps are in the imperative mood, but several use the incorrect tense. Numbers may be missing. The conclusion includes some follow-up advice or troubleshooting suggestions (if appropriate). Several sentences are awkward, difficult to understand, or include jargon.	The instructions consist of fewer than five steps or do not provide all the information necessary to complete the task. The conclusion may be missing or incomplete. Sentences lack structure and appear incomplete or rambling. The sentences are unclear and hard to understand.
Document Design	The instructions have a clear title and are designed effectively, with adequate white space. Individual steps are easy to identify. The document uses fonts, margins, borders, headings, and emphasis consistently.	The instructions have a clear title and are designed effectively, with adequate white space. Individual steps are easy to identify. There is some inconsistency in the use of fonts, margins, borders, headings, or emphasis.	The instructions have a clear title and attempt to use white space effectively. Individual steps are easy to identify. There is some inconsistency in the use of fonts, margins, borders, headings, or emphasis.	The instructions have a title. The document is slightly cluttered or difficult to follow. Most of the steps are obvious, but there is significant inconsistency in the use of fonts, margins, borders, headings, or emphasis.	The instructions do not have a title. The document has a cluttered look and is difficult to follow. Individual steps are hard to identify. There is significant inconsistency in the use of fonts, margins, borders, headings, or emphasis.
Use of Graphics	The document includes at least 5 photos and/or illustrations that accurately depict the steps in the instructions. The images are crisp and well-lit. Background noise has been eliminated. The text refers to the pictures, and the graphics work in harmony with the written text.	The document includes at least 5 photos and/or illustrations that accurately depict the steps in the instructions. The images are crisp and well-lit. Background noise has been eliminated. The text refers to the pictures and the graphics work in harmony with the written text.	The document includes at least 5 photos and/or illustrations that accurately depict the steps in the instructions. One of the images may be fuzzy or dark, or may include unnecessary background noise. The text refers to the pictures and the graphics work in harmony with the written text.	The document includes at least 5 photos and/or illustrations that relate to the steps in the instructions. One of the images may be fuzzy or dark, or may include unnecessary background noise. The graphics and text needs more connection.	The document includes fewer than 5 photos and/or illustrations, or uses images that do not adequately or accurately depict the steps. The images may be fuzzy or dark, or may include unnecessary background noise. The graphics are not integrated with the written text.
Academic Correctness	The document includes no errors in spelling, grammar, punctuation, or capitalization. All sources are credible and cited correctly in MLA or APA format.	The document contains only minor errors in spelling, grammar, punctuation, or capitalization. All sources are credible and most are cited correctly.	The document contains several minor errors in spelling, grammar, punctuation, or capitalization. Most sources are credible and cited correctly.	The document contains one or two major errors in spelling, grammar, punctuation, or capitalization. Many sources are less than credible and/or are not cited correctly.	The document contains several major errors in spelling, grammar, punctuation, or capitalization. The necessary bibliographical information is missing.