Rating Scale for Procedural Texts

You can use this rating scale to assess each student's understanding of and ability to write procedural texts throughout the year (including pre-assessment). You can use different coloured pens to show the student's progress.

Name: _____ Date: _____ Title: _____

SKILLS AND FEATURES	RATING AND COMMENTS 1. Not evident 2. With prompts 3. Mostly on own 4. On own consistently
Planning and Researching	
• Makes a plan	
• Gathers information	
• Has a purpose e.g., to explain the steps in a sequential order	
Drafting	
• Writes a first draft	
• Stays on topic	
• Includes goal or aim in the title or a brief introductory explanation	
• Lists required materials and tools and describes them	
• Has a logical sequence of steps	
• Includes a concluding statement about the topic e.g., an evaluation of its success	
• Uses present tense	
• Uses action words (e.g., *cut, stick, measure*)	
• Uses linking words that emphasize sequence (e.g., *first, second, next, and then, finally*)	
Revising	
• Uses a simple revising checklist	
• Adds, deletes, and changes ideas	
• Makes sure ideas are clear and expressed in sentences	
Editing	
• Uses a simple editing checklist	
• Corrects spellings	
• Checks punctuation and capitalization	
Sharing and Publishing	
• Writes with clear printing or cursive writing	
• Adds appropriate visual features (e.g., headings, titles, pictures, diagrams)	
• Shares account orally and rereads sections of the text	
• Publishes text in a suitable form (e.g., book, poster, brochure)	