

# 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: \_\_\_\_\_

<b>SKILLS AND FEATURES</b>	<b>RATING AND COMMENTS</b> 1. Not evident    2. With prompts    3. Mostly on own 4. On own consistently
<b>Planning and Researching</b>	
<ul style="list-style-type: none"> <li>• Makes a plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Gathers information</li> </ul>	
<ul style="list-style-type: none"> <li>• Has a purpose e.g., to explain the steps in a sequential order</li> </ul>	
<b>Drafting</b>	
<ul style="list-style-type: none"> <li>• Writes a first draft</li> </ul>	
<ul style="list-style-type: none"> <li>• Stays on topic</li> </ul>	
<ul style="list-style-type: none"> <li>• Includes goal or aim in the title or a brief introductory explanation</li> </ul>	
<ul style="list-style-type: none"> <li>• Lists required materials and tools and describes them</li> </ul>	
<ul style="list-style-type: none"> <li>• Has a logical sequence of steps</li> </ul>	
<ul style="list-style-type: none"> <li>• Includes a concluding statement about the topic e.g., an evaluation of its success</li> </ul>	
<ul style="list-style-type: none"> <li>• Uses present tense</li> </ul>	
<ul style="list-style-type: none"> <li>• Uses action words (e.g., <i>cut, stick, measure</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• Uses linking words that emphasize sequence (e.g., <i>first, second, next, and then, finally</i>)</li> </ul>	
<b>Revising</b>	
<ul style="list-style-type: none"> <li>• Rereads</li> </ul>	
<ul style="list-style-type: none"> <li>• Adds, deletes, and changes ideas</li> </ul>	
<ul style="list-style-type: none"> <li>• Makes sure ideas are clear and expressed in sentences</li> </ul>	
<b>Editing</b>	
<ul style="list-style-type: none"> <li>• Uses a simple editing checklist</li> </ul>	
<ul style="list-style-type: none"> <li>• Corrects spellings</li> </ul>	
<ul style="list-style-type: none"> <li>• Checks punctuation and capitalization</li> </ul>	
<b>Sharing and Publishing</b>	
<ul style="list-style-type: none"> <li>• Writes with clear printing</li> </ul>	
<ul style="list-style-type: none"> <li>• Adds appropriate visual features (e.g., headings, titles, pictures, diagrams)</li> </ul>	
<ul style="list-style-type: none"> <li>• Shares account orally and rereads sections of the text</li> </ul>	
<ul style="list-style-type: none"> <li>• Publishes text in a suitable form (e.g., book, poster, brochure)</li> </ul>	