

Procedural/ How-To Writing Rubric Grades 1-2



	1	2	3	4
Topic Introduction/ Focus of Writing	<ul style="list-style-type: none"> • Topic NOT introduced • Does not demonstrate understanding of topic • No clear topic is evident • Pictures do not reflect topic 	<ul style="list-style-type: none"> • Topic is inferred, but not directly stated; unclear, inconsistent, or too general • Demonstrates some understanding about topic • Inconsistent in sticking to topic 	<ul style="list-style-type: none"> • With support, writes a topic sentence to introduce topic • Demonstrates acceptable understanding of topic • Sticks to topic with minimal deviation 	<ul style="list-style-type: none"> • Writes a clear topic sentence introduction and conclusion for a how-to text • Demonstrates strong understanding of topic • Sticks to topic with no deviations
Organization	<ul style="list-style-type: none"> • No sentence structure or procedural steps are evident • Information is randomly scattered and non-sequential • No supplies or materials mentioned to accomplish task • No transitional words present 	<ul style="list-style-type: none"> • With support, organizes procedural information into sentences • Most information presented in sequential order, with some missing steps • Mentions a few supplies in context, but does not provide a list of materials • No transitional words present 	<ul style="list-style-type: none"> • Organizes procedural information into sentences • Information presented in sequential order, with some missing steps • Mentions incomplete list of supplies/materials needed to complete the task • Uses a few transitional words to connect the steps, but not consistently 	<ul style="list-style-type: none"> • Writes procedural information in clear, detailed, sequential steps to explain how to do a task • Lists supplies and materials needed to complete the task • Uses transitional/ linking words to connect steps or paragraphs in sequential order
Details	<ul style="list-style-type: none"> • Uses no procedural details • Provides only narrative story elements or opinions with no how-to details to complete task • Demonstrates no knowledge about the topic • No picture illustrations 	<ul style="list-style-type: none"> • Provides 1-2 procedural details, but woven inconsistently with narrative story or opinions • Some details provided may or may not be related to topic • Provides only general information about topic • No picture illustrations 	<ul style="list-style-type: none"> • Supports topic with procedural details but not enough descriptive language • Provides some details/facts mixed with general information on topic • Demonstrates simple understanding about topic • Draws picture to illustrate 	<ul style="list-style-type: none"> • Supports topic with detailed procedural steps using descriptive language in sentences that fully describe how to perform the task • Demonstrates mastery knowledge about topic • Draws and labels detailed pictures to support the writing

Vocabulary & Language Complexity	<ul style="list-style-type: none"> • Uses only pictures or adds just a few simple words to pictures. • Vocabulary and language chosen do not make the text “sound like” procedural writing • Writing makes no sense 	<ul style="list-style-type: none"> • Uses simple, general vocabulary and no technical terms related to the topic • Uses mostly incomplete sentences or phrases • Most sentences start in the same way or by repeating the same temporal word... i.e. then, then, then... 	<ul style="list-style-type: none"> • Uses conversational vocabulary with few topic-related technical terms • Uses primarily simple sentences mixed with a few phrases/fragments • Uses some temporal words at beginning of sentences to mark a sequence, but use is inconsistent 	<ul style="list-style-type: none"> • Uses specific words and age-appropriate technical language • Uses more complex & expanded sentences than simple sentences • Beginning of sentences in text vary with use of temporal words that follow a logical sequence to fit the genre
Conventions/ Grammar & Mechanics	<ul style="list-style-type: none"> • Does not use word spacing, punctuation, or capitalization • Writing may appear as string of letters • Letters not correctly formed or legible 	<ul style="list-style-type: none"> • Uses correct word spacing most of the time • Inventive spelling used consistently...many words not recognizable to reader • Uses capitalization and punctuation inconsistently or incorrectly • Writing is mostly legible 	<ul style="list-style-type: none"> • Uses correct word spacing with rare exceptions • About half of the sight words spelled correctly, with inventive spelling/close approximations for many other words • Capitalization & punctuation consistent at beginning and end of sentences with some fragments present. • Writing legible & correct 	<ul style="list-style-type: none"> • Uses correct word spacing throughout text • High frequency words spelled correctly and other words are close to standard spelling • Correct capitalization and punctuation used consistently • Letter formation is neat and correct