

# Procedural/ How-To Writing Rubric

## Grades 1-2



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

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