

Procedure (Instructions)

Assessment

Name

Date

Topic

Checklist**Comments**

*Starts with a goal or purpose
(as a heading or a statement)*

*Lists materials needed to complete
the task*

*Arranges the method as a series
of steps (which can be numbered),
expressed as commands*

*Exact instructions (uses adverbs
such as "carefully")*

*Could a reader complete the task by
following the instructions?*

Check

- Spelling, Vocabulary
- Punctuation (. , ? ! " ")
- Capitals

*Are sentences in the best order?
Is anything important left out?*

Other comments

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