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| **Week 3: Instruction Manual Rubric 100 points** |
| CATEGORY  | **Excellent** | **Good** | **Fair** | **Poor** | **Score/Comments** |
| **Title** **(5 points)** | The title is clear and well connected to the task; it invites the reader to complete the task. 5 points | The title is clear and well connected to the task but may not invite the reader to complete the task. 4 points | The title is present but is not well connected to the task. Reader is not encouraged to complete the task. 1–3 points | There is no title. 0 points |  |
| **Introduction** **(10 points)** | The introduction contains appropriate preliminary material, such as a clear statement of purpose and skill level of user or a list of materials and tools needed.10 points | The introduction contains appropriate preliminary material, such as a statement of purpose and skill level of user but details may be incomplete.8–9 points | The introduction lacks sufficient detail to orient the user to the task6–7 points | There is no clear introduction of the main aspect of the task. 0–5 points |  |
| **Content****(40 points)** | Information is clear and complete and steps can easily be completed by the intended user. Notes and warnings provided, as needed. Visual aids support the content.36–40 points | Information is clear and generally complete with minimal gaps. User may have a few questions. Notes and warnings provided, as needed. Visual aids typically support the content.32–35 points | At times, information may be incomplete and steps hard to understand. Notes and warnings may be confusing or omitted. Visual aids may be present, but do not support the content.25–31 points | Information is generally confusing andincomplete. User would not be able to follow the steps. No visual aids0–24 points |  |
| **Sequencing (Organization)****(10 points)**  | The writer presents a well-constructed, logical sequence of steps. 9–10 points | The writer presents an organized sequence of steps. 8 points | The writer presents a disorganized set of instructions. 6–7 points | The writer presents a series of unrelated steps or does not break the task into steps. 0–5 points |  |
| **Use of Headings and Sub-headings****(10 points)** | The writer uses headings, sub-headings, and lists to help the reader follow the steps.9–10 points | The writer makes some use of headings, sub-headings, and lists to assist the reader complete the steps. 8 points | The writer makes limited use of headings, sub-headings or lists to help direct the reader to complete the tasks.6–7 points  | The writer does not use headings, sub-headings, or lists. 0–5 points |  |
| **Mechanics** **(10 points)** | Usage rules are followed to a high standard. Uses complete sentences. Optimum word choice for readability. Uses commands and parallel structure.9–10 points | Usage rules are followed to a satisfactory level. Uses complete sentences. Word choice is good.Uses commands and parallel structure, though there may be a few faulty constructions.8 points | Usage rules are sometimes followed. Incomplete and/or run-on sentences used. Use of commands and parallel structure is haphazard.6–7 points | Few to no usage rules followed. Fragments and incoherent sentences used.0–5 points |  |
| **Visual Appeal****(10 points)** | The overall project is very visually appealing.Clean document, attractive font, and positive emphasis. Paper has excellent overall eye appeal. 9–10 points | Relatively clean document, legible font. White space used. Eye appeal is good. 8 points | Document messy or confusing. Eye appeal not there. Type is jammed on page or spread out too much. Unprofessional font choice or colors.6–7 points. | The writing is messy. It looks like a first draft. Overall, bad layout. Multiple fonts used. Color choices cartoon-like. No white space (or too much). Spacing not controlled. Poor eye appeal.0–5 points |  |
| **Conclusion** **(5 points)** | The conclusion provides a satisfying end to the instructions. The reader is given positive feedback for completing the task. There are suggested related activities connected to the task. 5 points | The conclusion lets the reader know that there are no further instructions to follow. The reader is given positive feedback for completing the task.  4 points | The conclusion lets the reader know that there are no further instructions to follow. 3 points | There is no conclusion; the list of tasks simply ends.0–2 points |  |
| **Total:** |  |  |  |  |  **/100** |

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