

English assessment form — Instructional Writing

Name	Date.....
<u>Context of writing.</u>	Level attained 1 2 3 4 5

Purpose

A simple title tells purpose of the instructions.
 Communicates meaning through a series of sentences.
 Some simple organisation is present.
 Some awareness of the purpose.

A title tells purpose of the instructions.
 Communicates meaning through a series of sentences written in logical manner.
 Material list is given.
 Some simple organisation is present.
 Use of sub heading is present.

A title tells exactly what is expected from the instructions.
 Material list is given at the top of the page.
 Use of sub heading with a t least two sentences.
 Use of diagrams to clarify text.
 Text organised in logical way.

Clear and precise title.
 Material list clearly stated first.
 Sub headings used consistently.
 Diagrams or pictures used to aid text.
 All text and layout in a logical and easy to follow way.
 Mention of health and safety aspects.

Style

Sentences written in list from.
 Use of simple verbs.
 Simple connectives (and, but)

Sentences written in list from.
 Use of simple 'bossy' verbs.
 Simple connectives (also, as-well)

Sentences in list form with numbers or letters to show order.
 Present tense used correctly.
 Bossy verbs used throughout.

Decoration added to enhance text.
 Tense correctly used.
 Bossy verbs and precise instructions Given.
 Use of technical vocabulary..

Punctuation

Sentences are sometimes marked with capital letters

At least 1/2 sentences are marked with capital letters.

Most sentences are correctly marked.
 Some evidence of commas.
 Use of bullet points within lists.

All sentences correctly marked.
 Use of colon / semi colon for lists.
 Use of commas evident in text.
 Use of bullet points .

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