

Procedural Documents

RUBRIC FOR EVALUATION

Use the rubric below to evaluate your script. Circle the score that best represents your work. Then use the back of this sheet to write a paragraph explaining your score and how you can improve your writing.

Score	Texas Key Traits
4	• Focus and Coherence Focuses consistently on a clear objective
	• Organization Presents information in a consistent and logical fashion
	• Development of Ideas Presents essential facts and details in a way that answers readers' implicit questions
	• Voice Uses formal language to convey a tone of confidence and professionalism
	• Conventions Exhibits mature control of written language
3	• Focus and Coherence Focuses on a clear objective, with minor distractions
	• Organization Presents information in a logical fashion, with minor lapses
	• Development of Ideas Presents essential facts and details in a way that answers some of readers' implicit questions
	• Voice Uses language to convey a tone that suggests confidence and professionalism
	• Conventions Exhibits general control of grammar, mechanics, and spelling
2	• Focus and Coherence Includes some unrelated information that distracts from the writer's goal
	• Organization Presents information in a somewhat logical fashion, with noticeable lapses
	• Development of Ideas Presents facts and details, but some are irrelevant and may not address readers' questions
	• Voice Uses language in a way that only sometimes conveys confidence and professionalism
	• Conventions Exhibits a limited control of grammar, mechanics, and spelling
1	• Focus and Coherence Shows little awareness of the purpose for writing
	• Organization Lacks organization
	• Development of Ideas Offers unclear and conflicting information
	• Voice Exhibits little confidence or professionalism
	• Conventions Exhibits major problems with grammar, mechanics, and spelling