

Points: 50	Assignment 5: Sample Instructions – Draft				
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B	Exemplary 90-100% A
1. Write instructions and explanations clearly and briefly. Weight: 20%	Did not submit or incompletely wrote instructions and explanations clearly and briefly.	Insufficiently wrote instructions and explanations clearly and briefly.	Partially wrote instructions and explanations clearly and briefly.	Satisfactorily wrote instructions and explanations clearly and briefly.	Thoroughly wrote instructions and explanations clearly and briefly.
2. Use appropriate tone and language for the intended purpose and audience. Weight: 25%	Did not submit or incompletely used appropriate tone and language for the intended purpose and audience.	Insufficiently used appropriate tone and language for the intended purpose and audience.	Partially used appropriate tone and language for the intended purpose and audience.	Satisfactorily used appropriate tone and language for the intended purpose and audience.	Thoroughly used appropriate tone and language for the intended purpose and audience.
3. Organize the instructions and the document. Weight: 20%	Did not submit or incompletely organized the instructions and the document.	Insufficiently organized the instructions and the document.	Partially organized the instructions and the document.	Satisfactorily organized the instructions and the document.	Thoroughly organized the instructions and the document.
4. Provide an explanation and rationale of the approach. Weight: 25%	Did not submit or incompletely provided an explanation and rationale of the approach.	Insufficiently provided an explanation and rationale of the approach.	Partially provided an explanation and rationale of the approach.	Satisfactorily provided an explanation and rationale of the approach.	Thoroughly provided an explanation and rationale of the approach.
5. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present