

# Process Scoring Guide

	4	3	2	1
Organization	The introduction contains a clearly stated thesis/claim; the body fully and clearly explains the steps involved in doing or making something; the conclusion effectively ends the writing; effective and varied transitions are used throughout.	The introduction contains a thesis; the body explains the steps involved in doing or making something; the conclusion ends the essay; transitions are used throughout.	The introduction contains a thesis/claim, but it may be unclear; the body explains only some of the steps involved in doing or making something; the conclusion does not effectively end the essay; more or better transitions are needed throughout.	The introduction lacks a thesis/claim; the body does not break the process into steps; the conclusion is missing or repetitive; the writing lacks transitions.
Elements of How-to/ Process Explanation Writing	The value of learning the process is made very clear; the steps are presented in the order in which they are performed; transitional words and phrases that show order are used effectively.	The value of learning the process is made generally clear; most steps are presented in the order in which they are performed; transitional words and phrases that show order are used.	The purpose is unclear; steps may be presented out of order; the writing lacks transitional words and phrases that show order.	No purpose is apparent and/or the process is extremely difficult to follow.
Grammar, Usage, Mechanics, and Spelling	There are few or no errors in mechanics, usage, grammar, or spelling.	There are some errors in mechanics, usage, grammar, or spelling	Errors in mechanics, usage, grammar, or spelling interfere with the audience's understanding of the process.	Serious and numerous errors in mechanics, usage, grammar, or spelling make understand the essay very difficult.
Voice/Word Choice	The writer has chosen a voice appropriate for the topic, purpose, and audience. The writer demonstrates deep commitment to the topic. The writing is expressive, engaging, or sincere. Word choice is consistently precise and impactful.	A voice is present. The writer seems committed to the topic, and there may be a sense of "writing to be read." In places, the writing is expressive, engaging, or sincere.	The writer's commitment to the topic seems inconsistent. A sense of the writer may emerge at times; however, the voice is at times either inappropriate or ineffective. Many words are imprecise, redundant, or confusing.	The writing provides little sense of involvement or commitment. There is no evidence that the writer has chosen a suitable voice. Word choices are mostly imprecise, redundant, or confusing.
Sentence Fluency	The writing has an effective flow and rhythm. Sentences show a high degree of craftsmanship, with consistently strong and varied structure that makes expressive oral reading easy and enjoyable.	The writing flows; however, connections between phrases or sentences may be less than fluid. Sentence patterns are somewhat varied, contributing to ease in oral reading.	The writing tends to be mechanical rather than fluid. Occasional awkward constructions may force the reader to slow down or reread.	The writing tends to be either choppy or rambling. Awkward constructions often force the reader to slow down or reread.