

Instructional Document Criteria Set

	Target Audience Awareness (20)	Fluency and Content (50)	Images (20)	Format (10)
A	<ul style="list-style-type: none"> - Potentially new vocabulary words are defined and explained where necessary - Instructions are complete; no steps omitted - Importance of steps are justified where necessary - Contains complete list of needed parts, tools, and supplies 	<ul style="list-style-type: none"> - Introduction clearly establishes what the reader will accomplish - Introduction clearly justifies the need for the procedure - Each step begins with an action verb - Each step presents one command - Steps direct reader to images where relevant - Cautions and warnings are effectively explained - Conclusion effectively reiterates the desired outcomes - Conclusion clearly states the value of being able to complete the procedure 	<ul style="list-style-type: none"> - Images are relevant to corresponding step - Images enhance reader understanding - Images use arrows and labels where relevant - Images come from multiple sources; original student image, clipart, internet 	<ul style="list-style-type: none"> - Easy to follow image and text layout - Chronologically numbered steps - Cautions and warnings are placed before applicable step - Cautions and warnings draw attention
C	<ul style="list-style-type: none"> - Potentially new vocabulary words are defined but not necessarily explained - Instructions nearly complete; a few non-crucial steps may not be present - Importance of some steps may not be justified - Contains thorough list of needed parts, tools, and supplies 	<ul style="list-style-type: none"> - Introduction attempts to establish what the reader will accomplish - Introduction attempts to justify the need for the procedure - Most steps begin with action verbs - Most steps presents only one command - Most steps direct reader to images where relevant - Most cautions and warnings are effectively explained - Conclusion reiterates the desired outcomes - Conclusion states the value of being able to complete the procedure 	<ul style="list-style-type: none"> - Images are mostly relevant to corresponding step - Images tend to enhance reader understanding - Images sometimes use arrows and labels - Images come from limited sources; heavy reliance on one type of source 	<ul style="list-style-type: none"> - Image and text layout mostly easy to follow - Most cautions and warnings are placed before applicable step - Some cautions and warnings draw attention
F	<ul style="list-style-type: none"> - No attempt to define and explain potentially new vocabulary words - Instructions are incomplete; numerous steps are missing - Does not justify importance of steps where necessary - Incomplete list of needed parts, tools, and supplies 	<ul style="list-style-type: none"> - Introduction does not establish what the reader will accomplish - Introduction does not justify the need for the procedure - Steps do not begin with action verbs - Most steps present multiple commands - Steps do not direct reader to images where relevant - Cautions and warnings are not effectively explained - Conclusion does not reiterate the desired outcomes - Conclusion does not state the value of being able to complete the procedure 	<ul style="list-style-type: none"> - Images are largely irrelevant to corresponding step - Images do not enhance reader understanding - Images do not use arrows and labels where relevant - Images come from a single type of source 	<ul style="list-style-type: none"> - Confusing image and text layout - Steps not chronologically numbered - Cautions and warnings are not placed before applicable step - Cautions and warnings do not draw attention