

Name _____ Date _____

How-to Text Portfolio Rubric

Directions: Use the rubric below as a guide to writing and revising your how-to text.

Criteria (Weight)	Successful (3)	Moderately Successful (2)	Less Successful (1)	Points Awarded
Beginning	<p>The topic sentence clearly says what readers will learn to make or do and gets them interested.</p> <p>The writer includes a list of what readers need to do the task.</p>	<p>The writer's topic is unclear from their topic sentence. It may not interest readers.</p> <p>The writer leaves out some information about what readers will need.</p>	<p>The topic sentence is missing or does not tell what readers will learn. It does not get the reader interested.</p> <p>It is not clear what readers will need.</p>	
Sequence of Steps	<p>The writer includes steps listed in order. Details make the steps clear.</p> <p>Words like <i>first</i>, <i>next</i>, <i>then</i>, and <i>last</i> make it clear when to do each step.</p>	<p>The writer includes all steps in sequence, but it is not always clear what readers must do.</p> <p>The writer may leave out an order word, making it unclear when to do the step.</p>	<p>Some steps are missing or out of sequence. Steps that appear are not clearly described.</p> <p>No order words are used.</p>	
Closing Sentence	<p>The closing sentence clearly reminds readers what they have learned and suggests a way they can use their new skill.</p>	<p>The closing sentence remind readers what they have learned, but does not tell how they might use what they learned.</p>	<p>The closing sentence is missing or does not relate to the topic.</p>	

<p>Sentences and Spelling</p>	<p>The writer uses exact words to tell readers what they should do.</p> <p>All sentences begin with a capital letter and end with an end mark.</p> <p>A comma is placed after order words.</p> <p>Most words are spelled correctly.</p>	<p>The writer uses some exact words to tell readers what to do.</p> <p>Most sentences are capitalized correctly and have end marks.</p> <p>A comma is placed after some of the order words.</p> <p>Many words are spelled correctly.</p>	<p>The writer uses few exact words.</p> <p>There are many mistakes in capitalization and use of end marks.</p> <p>Order words do not have commas after them.</p> <p>Few words are spelled correctly.</p>	
<p>Publishing and Presenting</p>	<p>Pictures clearly show how to do each step.</p> <p>Handwriting is neat and easy to read, or the how-to text is typed well.</p> <p>The student presents their ideas clearly and in an interesting way.</p>	<p>Pictures are included, but do not always show the step clearly.</p> <p>Handwriting is neat and fairly easy to read, or the how-to text is typed.</p> <p>The student presents their ideas, but the ideas are not always clear.</p>	<p>Pictures are not included or do not show how to do the steps.</p> <p>Handwriting is hard to read, or the how-to text is not typed well.</p> <p>The student is unable to present their ideas.</p>	

0 points: No evidence of ability to demonstrate targeted skill.

Total points: /15

Comments