

ASSESSMENT OF PROCEDURAL TEXTS

Table 9.4 Assessment criteria

	Yes	No	Comment
Uses procedural texts appropriately			
Knows the difference between different types of procedural texts			
Understands the purpose of procedural texts			
Identifies the basic structure of procedural texts			
Identifies the target audience			
Uses procedural texts to meet own purposes			
Writes well-structured procedural texts			
Includes title, headings and subheadings			
Lists materials and equipment needed			
Writes a logical sequence of steps			
Begins each new step on a new line			
Identifies and uses appropriate visual text			
Uses appropriate language features of procedural texts			
Uses clear and precise language			
Identifies and uses action verbs at the beginning of most steps			
Uses present tense			
Uses adjectives and related phrases to add detail (what, whom)			
Uses adverbs and related phrases to add detail (how, when, where)			
Adds reasons for certain actions			
Includes specialised and technical terms when appropriate			
Uses words and groups of words to indicate sequence and time			
Includes numbers or other devices to indicate sequence			
Uses appropriate strategies to plan and write procedural texts			
Reflects on a process and identifies the small steps			
Lists the materials and processes involved			
Checks for ambiguity			
Trials and tests draft on section of target audience			
Checks appropriateness of language			