

ASSESSMENT OF EXPLANATION WRITING

Table 10.2 Assessment criteria

	Yes	No	Comment
Uses explanations appropriately			
Understands the purpose of explanations			
Identifies the basic structure			
Knows the difference between different types of explanations			
Identifies the target audience			
Uses explanations to meet own purposes			
	Yes	No	Comment
Writes well-structured explanations			
Includes a title that identifies the topic of the explanation			
Includes an opening statement that identifies the process to be explained			
Writes a logical sequence of paragraphs or statements			
Includes temporal sequence			
Includes case/action effect relationship			
Writes a concluding paragraph or sentence			
Identifies and uses appropriate visual text			
Uses appropriate language features of explanations			
Uses clear and precise language			
Writes about generalised participants rather than about a specific thing			
Identifies and uses words to link cause/action and effect			
Identifies and uses vocabulary associated with time and sequence			
Adds reasons for certain actions			
Uses timeless present tense			
Identifies and uses adjectives and related phrases to add detail descriptions			
Includes specialised and technical terms when appropriate			
Knows the difference between passive and active voice			
Identifies and uses action verbs			
Uses appropriate strategies to plan and write explanations			
Identifies information needs			
Locates relevant information			
Organises notes in a logical manner			
Writes logically sequenced, cohesive explanations			
Edits and proofreads appropriately			