

Evaluation of Instructions and Descriptions

SCC Department of English and Humanities

Use the first column to report the grade for instructions and the second for descriptions.

I

D

ABSTRACT (20 points)

- In the introductory paragraph, briefly define and describe the job, process, procedure, product, or person.
- Effectively lead into the purpose of the instructions or descriptions.

BODY (40 points)

- Instruct or describe clearly, thoroughly and concisely.
- Organize each step or detail logically, consistent with the purpose of the instructions or description.
- Use parallelism to link each step or detail, where appropriate.
- Use graphics (illustrations, pictures, or drawings) where appropriate.

CONCLUSION (20 points)

- Provide an appropriate conclusion, consistent with the purpose of the instructions or description.
- Provide a clear transition into the conclusion, either through the use of a heading or through an effective transitional sentence or transitional phrase.

FORMAT (20 points)

- In a letter, type an appropriate greeting and closing. Also, type the return and inside addresses, date, body, conclusion, and closing in an appropriate form, including paragraph spacing.
- In a memo, type the memo headings and body in an appropriate form, including paragraph spacing.

EFFECTIVE SENTENCES (2 points deducted per error)

Sentence Structure: Avoid errors in subordination, coordination, and parallelism. Avoid sentence fragments, comma splices, and fused, incomplete, or awkward sentences.

Grammar and Usage: Avoid inappropriate verb or pronoun use, subject-verb or pronoun-antecedent disagreement, unclear pronoun reference, misplaced or dangling modifier, inappropriate shift in person or tense, redundancy, imprecise language, or incorrect usage.

Spelling and Capitalization: Avoid errors in spelling and capitalization.

Punctuation: Avoid misuse or omission of the apostrophe, brackets, colon, comma, dash, ellipsis, exclamation point, hyphen, parentheses, period, question mark, quotation marks, semi-colon, slash, underlining, or italics.

Instructions Grade:

Description Grade:

AVERAGE GRADE: A=100-93; B=92-85; C=84-77; D=76-70; F=69-0