

## Writing a Process Paragraph

| <b>Below Target</b><br>Areas that Need Improvement | <b>Target</b><br>Expectations for this Task  | <b>At or Above Target</b><br>Evidence of Meeting or Exceeding Expectations |
|--|--|--|
|  | <b>Organization</b> <ul style="list-style-type: none"> <li>● Use of transition words for process writing</li> <li>● Like ideas and details are grouped together</li> <li>● Steps are presented in a logical sequence</li> </ul>  |  |
|  | <b>Content</b> <ul style="list-style-type: none"> <li>● Topic is appropriate for a process paragraph</li> <li>● Paragraph starts with a topic sentence (topic + controlling idea)</li> <li>● Paragraph contains at least 5 clear steps</li> <li>● Paragraph ends with a concluding sentence</li> </ul> |  |
|  | <b>Language and Grammar</b> <ul style="list-style-type: none"> <li>● Sentences are all correct (no fragments or run-ons)</li> <li>● Verbs agree with subjects</li> <li>● Correct use of imperatives</li> <li>● Correct capitalization and punctuation</li> </ul>                                       |  |
|  | <b>Appearance</b> <ul style="list-style-type: none"> <li>● Essay is typed using Google Drive</li> <li>● Paragraph is formatted correctly – indent 1<sup>st</sup> line</li> <li>● 12-point font</li> <li>● Double-spaced</li> <li>● Title at the top of the page</li> </ul>                             |  |