

Scoring Guide for Grades 9/10 Standard 2.6 • TECHNICAL WRITING • Purpose: To identify a complete sequence of activities or information.

	4	3	2	1
Sequence	Provides a <i>complete, specific</i> , and <i>accurate</i> sequence of activities or information with <i>outstanding economy</i> .	Provides a <i>competent</i> and <i>accurate</i> sequence of activities or information.	Identifies a <i>basic, simple</i> sequence of activities or information.	May <i>identify</i> or merely <i>suggest</i> a sequence of activities or information.
Explanation	Provides <i>precise, fully drawn</i> explanation for each step or activity. Includes: <ul style="list-style-type: none"> • <i>all</i> necessary information • <i>only</i> necessary information • a complete picture in <i>compact, efficient</i> form. • scenarios, definitions, examples where applicable • detailed, accurate specifications where needed • awareness of the reader's possible misunderstandings, problems, and mistakes 	Provides <i>some</i> explanation. Includes: <ul style="list-style-type: none"> • <i>most</i> necessary information • <i>some</i> scenarios, definitions, or examples • <i>some</i> awareness of the reader's possible misunderstandings, problems, and mistakes <p>Examples are more general and details are less well-chosen than in the score level 4. May not provide enough explanation to give the reader a complete picture.</p>	Explanation is too <i>general</i> to follow easily. Displays: <ul style="list-style-type: none"> • a <i>mix</i> of necessary and unnecessary information • <i>incomplete</i> information • few or no useful scenarios, definitions, or examples • little awareness of the reader <p>Does not provide enough explanation to give the reader a complete picture.</p>	The writer may: <ul style="list-style-type: none"> • offer a <i>very brief list</i> • merely describe the subject • offer unrelated ideas • retell personal experience • show no awareness of the reader <p>Explanation, if present, is significantly lacking. The whole is extremely <i>incomplete, unclear, rambling, illogical, or disconnected</i>.</p>
Organization	Covers <i>all</i> parts of the writing task. Understands the purpose. Speaks to the topic. <i>Successfully</i> includes: <ul style="list-style-type: none"> • a clearly visible, appropriate form of organization for this information • a logical series of ideas • practical use of headings, fonts, shading, graphics, and other formatting tools to aid comprehension 	Covers <i>all</i> parts of the writing task. Mostly understands the purpose. Speaks to the topic. <i>Successfully</i> includes: <ul style="list-style-type: none"> • an appropriate form of organization • a logical series of ideas • use of headings, fonts, shading graphics, and other formatting tools to aid comprehension <p>However:</p> <ul style="list-style-type: none"> • important steps and/or explanations may be slightly out of sequence • (or) some sections may need detail • (or) some may give too much detail • (or) may include unnecessary information 	Covers only parts of the writing task. May understand the purpose but <i>does not successfully achieve it</i> . Speaks to the topic. Organization is <i>unclear or mechanical</i> : <ul style="list-style-type: none"> • may show no clear organizational pattern • may seem more like an outline or advance organizer than a finished technical document • may offer lists without enough factual support • sequence may be out of order or illogical • may ramble on and on, lose focus, and include unimportant information • use of headings and other formatting tools is not helpful or may cause confusion 	Covers only <i>one</i> part of the writing task. Shows no understanding of the purpose. May not speak to the topic. Shows no understanding of how to fulfill the writing type. Ideas are not well organized, or there is too little to organize.
Style	Tone is appropriate to business applications. Style is <i>to the point, specific, clean, and immediately clear</i> . Uses transitions and parallel structures to unify ideas.	Uses a clear writing style and appropriate tone. Style is to the point. <i>Successfully</i> uses <i>some</i> transitions and parallel structures to unify ideas.	Tone may ignore the reader's position in the business world. If transitions or parallel structures are present, they do not help to unify ideas. Uses elementary language.	The writer is unaware of the reader's position in the business world. Uses no sentence variety and basic language.
Correctness	Contains few or no errors. Errors present do not confuse the reader.	Contains some errors which do not confuse the reader.	Contains <i>several</i> errors which may confuse the reader.	Contains serious errors which confuse the reader.