Note: The points below are not equally weighted, but all are important. The various ratings below will be considered within the context of the overall effectiveness of the document to arrive at a “holistic” grade.

**Following Instructions:**
- Assumptions are present
- Procedure is present
- Name is present and in correct format

**Format:**
- Handwritten in pen on notebook paper, double-spaced
- Staple is present and in correct place

**Overall Effectiveness:**
- Procedure is consistent with assumptions
- Document fulfills its purpose

**Assumptions:**
- Assumptions show empathy for audience and task
- Assumptions adequately specify/constrain content
- Assumptions consider knowledge/experience of audience
- Assumptions consider what/where/when/why/how instructions will be used
- Assumptions consider language skills and physical ability

**Procedure:**
- Procedure is in easily followed, unambiguous format
- Procedure has right level of detail for specified audience and assumptions
- Procedure is complete
- Procedure is clear and unambiguous
- Procedure contains no unspecified/extraneous steps/information
- Procedure accounts for hazards
- Procedure works for specified audience in any/specified location

**Overall writing style:**
- Formality (inc. word choices) appropriate to audience
- Grammar, spelling, and punctuation correct
- Sentences constructed well
- Paragraphs constructed well, sequence flows in body