

HCHS Process Essay Rubric

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Teacher: _____	Course: _____	Student: _____	Date: _____								
CONTENT	<input type="checkbox"/>		0	1	2	3	4				
	<input type="checkbox"/>		0	1	2	3	4				
	<input type="checkbox"/>		0	1	2	3	4				
									total ____ X 5 = ____/60		
ORGANIZATION & IDEA DEVELOPMENT	<input type="checkbox"/>	Introduction is a clear explanation of the task or process.	0	1	2	3					
	<input type="checkbox"/>	Ideas may be developed through the use of bullets, checklists, etc. Paragraphs are not necessary but information should flow logically from step to step.	0	1	2	3					
	<input type="checkbox"/>	Process steps have a clear start and end point. Appropriate transition words are used.	0	1	2	3					
	<input type="checkbox"/>	Each step of the process is clear and adequately developed with significant and relevant details.	0	1	2	3					
	<input type="checkbox"/>	Conclusion clearly explains the significance of the process and its real world applications.	0	1	2	3					
								total ____ X 2 = ____/30			
GRAMMAR, USAGE, & MECHANICS	<input type="checkbox"/>	No run-on sentences; no sentence fragments	0	1	2						
	<input type="checkbox"/>	Bullets, checklists, etc. are consistent and formatted correctly	0	1	2						
	<input type="checkbox"/>	Correct use of there, their, and they're	0	1	2						
	<input type="checkbox"/>	Correct use of its, it's	0	1	2						
	<input type="checkbox"/>	Correct use of weather, whether	0	1	2						
	<input type="checkbox"/>	Correct use of were, where	0	1	2						
	<input type="checkbox"/>	Correct use of to, too, two	0	1	2						
	<input type="checkbox"/>	Punctuation is correct	0	1	2						
	<input type="checkbox"/>	Capitalization is correct	0	1	2						
	<input type="checkbox"/>	Spelling is error free	0	1	2						
								total ____ X .25 = ____/5			
FORMATTING	<input type="checkbox"/>	Name, teacher/course, date in top left-hand corner	0	1	2						
	<input type="checkbox"/>	Title centered on first page	0	1	2						
	<input type="checkbox"/>	1 inch margins	0	1	2						
	<input type="checkbox"/>	Double spaced	0	1	2						
	<input type="checkbox"/>	Times New Roman font	0	1	2						
								total ____ X .5 = ____/5			
TOTAL: ____/100							A	B	C	D	F