English - Mr. Fitton Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions: How To Do Something



***Rationale****: There are a lot of times when you have to write out directions of how to do something. Sometimes you have to explain how something works, how to make something, or how to get from one place to another.*

**Objective: To clearly communicate instructions without using voice.**

**Criteria:**

-2 pages maximum

-you can use visuals (draw/take photos, no internet pic), but should have an equal amount of writing

-visuals must have a caption

-fun topic that is not too complicated

-must show what success looks like (visual of what it should look like when instructions completed)

-must have a check box at bottom where other student can check whether they were able to follow the instructions easily and a section to write comments.

-Can be typed or handwritten – but must be neat

-must bring your own supplies

**Front-Loading: Directions for writing clear instructions:**

1. Make a list of all the steps – don’t go into a lot of detail, just enough that you remember what to write about.

2. Make sure all of the steps are in the right order.

3. If you’re giving directions to make something, make sure you give a list that tells all the things you will need.

4. Start your explanation with a good sentence that explains what you’re trying to do.

5. Write all the directions as briefly and clearly as possible.

**Tips for writing clear directions:**

a. Use transition words like first, second, and next to help the reader understand.

b. Use words in their imperative form (“drive South” instead of “while you are driving south”)

c. Use precise verbs (instead of “go in” write “enter the classroom from the side door. There you will see two desks, a red medium sized one and a large blue one.”)

6. Edit what you’ve written, and then try to follow the directions yourself. Make any changes that you might have missed the first time.

7. Have someone else try to follow your directions. If they don’t understand, write it more clearly so they do.

8. Use illustrations if they help make the written words more clear. It helps to have captions under your pictures.

9. Have a picture at the end to show what success looks like (ie. if it looks like this, then you have done everything correctly!)

**Rubric (attached to finished assignment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not Yet Meeting Expectations (1) | Minimally Meets Expectations (2) | Fully Meets Expectations (3) | ExceedsExpectations (4) |
| **Content** | 1. Directions cannot be followed and/or are incomplete.2. No transitions used3. Complicated or imprecise vocab4. Inappropriate or unhelpful visuals5. Verbs are not in imperative form | 1. Directions can be followed, but are unclearor incomplete in places2. Some transition words, but many are missing3. vocab is often impreciseor complicated4. Visuals, but no captions5. Verbs are often not in the imperative form.  | 1. Directions are mostly clear, full and easy to follow2. Transitions words areused, but not always the most appropriate one. 3. With one or two exceptions, the vocab used is simple and precise4. Visual are appropriate, but may miss one caption.5. Most verbs are in theimperative form | 1. Clear and full directions that are easy to follow.2. Appropriate transitions are alwaysused (ie. next, first). 3. Simple and precisevocabulary4. Appropriate visualswith captions5. Verbs in imperative Form |
| **Form** | 1. Directions are not organized into numberedsteps 2. No indicator of successat the end of the assignment3. Missing the “check off if successful” and comment section | 1. Direction are only somewhat organized intoappropriate amount ofsteps.2. Indicator of success is hard to understand3. Missing either the boxto check off if successful or comment section | 1. Directions are mostlyorganized into anappropriate amount of steps.2. Indicator of success at the end of the assignment3. Section for tester to indicate whether they could follow the directions and a comment section | 1. Directions are organized into an appropriate amountof steps.2. Indicator of success at the end ofthe instructions3. Section for tester to indicate whether they could follow the directions and a comment section |
| **Conventions** | 1. 1. Many errors in spelling and sentence structure interfere with meaning.
 | 1. 1. Errors in simple words and structures are noticeable but don’t interfere with meaning
 | 1. 1. Three or four grammar and spelling errors in some difficult passages but meaning is clear
 | 1. 1. Only one or two errors in spelling, sentence structure, punctuation or grammar
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Content /4 x 2 = /8

Form /4

Conventions /4

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Total: /16

**Comments**:

**Critique the directions below. What do they do well? What are they missing?**

**Criterion B: Organizing**

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| --- | --- | --- |
| **Level** | **Level Descriptor** | **Task-Specific Clarification** |
| 0 | The student does not reach a standard described by any of the descriptors below. | **Add your own expectations here!** |
| 1-2 | The student:1. makes minimal use of organizational structures though these may not always serve the context and intention,
2. organizes opinions and ideas with a minimal degree of coherence and logic,
3. makes minimal use of referencing and formatting tools to create a presentation style that may not always be suitable to the context and intention.
 |  |
| 3-4 | The student:1. makes adequate use of organizational structures that serve the context and intention,
2. organizes opinions and ideas with some degree of coherence and logic,
3. makes adequate use of referencing and formatting tools to create a presentation style suitable to the context and intention.
 |  |
| 5-6 | The student:1. makes competent use of organizational structures that serve the context and intention,
2. organizes opinions and ideas in a coherent and logical manner with ideas building on each other,
3. makes competent use of referencing and formatting tools to create a presentation style suitable to the context and intention.
 |  |
| 7-8 | The student:1. makes sophisticated use of organizational structures that serve the context and intention effectively,
2. effectively organizes opinions and ideas in a sustained, coherent and logical manner with ideas building on each other in a sophisticated way,
3. makes excellent use of referencing and formatting tools to create an effective presentation style.
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