

**TCO 341**  
**Grading Rubric for Instructions**

| Criteria   | Points      |
|--|-------------|
| <b>Content</b> <ul style="list-style-type: none"> <li>Includes a minimum of 6 components of instructions as needed for this mechanism (introduction, materials needed/included, steps, warning system, description of mechanism, theory of operation, conditions, troubleshooting, glossary)?</li> <li>Is complete and specific?</li> <li>Is accurate?</li> <li>Helps the audience complete the task(s) successfully?</li> </ul> | 20          |
| <b>Style</b> <ul style="list-style-type: none"> <li>Is clear—easily read and understood?</li> <li>Relies on action verbs?</li> </ul>   | 10          |
| <b>Design</b> <ul style="list-style-type: none"> <li>Aids readability?</li> <li>Applies ordered and unordered lists correctly?</li> <li>Is consistent?</li> <li>Is easily skimmed?</li> </ul>  | 20          |
| <b>Organization</b> <ul style="list-style-type: none"> <li>Is based upon the order in which the audience needs the information?</li> <li>Includes one action per step?</li> </ul>  | 10          |
| <b>Illustrations (minimum of one required)</b> <ul style="list-style-type: none"> <li>Help the reader understand the instructions?</li> <li>Are provided where needed by audience?</li> <li>Are referenced in text?</li> <li>Appear near the textual reference?</li> </ul>   | 10          |
| <b>Grammar and Mechanics</b> <ul style="list-style-type: none"> <li>Are correct and contain no errors?</li> </ul>  | 10          |
| <b>Usability Analysis</b> <ul style="list-style-type: none"> <li>Responsive to test comments?</li> </ul>   | 10          |
| <b>Group Performance/Participation Report</b> <ul style="list-style-type: none"> <li>Active, positively contributing group member?</li> </ul>  | 10          |
| <b>Total</b>   | <b>/100</b> |