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|  | **Excellent** **4-3.5 pts** Advanced | **Good** **3.5-2.5 pts** Proficient | **Fair** **2.5-1.5 pts** Basic | **Needs Improvement** **1.5> pts** Below Basic |
| Organization | Steps are in a clear and logical order which are easy for the reader to understand. | The paragraph leaves out one important step that may confuse or distract the reader. | Many details are left out and/or there is no logical progression of the steps. | The paragraph does not have a clearly defined objective. Steps are confusing or hard to follow. Details are left out and reader is left to figure things out on his or her own. |
| Ideas | The overall purpose is clear; transitional words and phrases that show order are used effectively; The paragraph stays in 2nd person. | The purpose is generally clear; transitional words and phrases that show order are used; the writing is generally focused on the audience. | The purpose is unclear; the writing lacks transitional words and phrases that show order; the writing does not address the intended audience. | No purpose is apparent. The writing does not address the intended audience. |
| Using Trasitions | The writer consistently uses transitions, including time transitions that clarify the order of events. | The writer generally uses transitions effectively, but the order of events is slightly confusing. | The paragraph is not logically organized, and some vital information has been left out. | The paragraph shows no signs of organization and lacks vital information. |
| Word Choice | The writer has excellent word choice | The writer has nice word choice. He or she could have written with more precision. | The writer uses unclear or irrelevant words. Language is hard to follow. | The writer does not use appropriate or relevant word choice. |
| Conventions  Grammar, Usage, Mechanics, and Spelling | There are few or no errors in mechanics, usage, grammar, or spelling. No errors that detract from the purpose of the paragraph. | There are some errors in mechanics, usage, grammar, or spelling. | Errors in mechanics, usage, grammar, or spelling interfere with the audience's understanding of the process. | Serious and numerous errors in mechanics, usage, grammar, or spelling block the audience's understanding of the process. |

**Process Paragraph Rubric**