

PROCESS ESSAY RUBRIC

Criteria for Essay				
	Excellent (N/A)	Good (N/A)	Fair (N/A)	Poor (N/A)
Introduction/Thesis Statement 4 pts	Excellent Very well developed introduction & thesis statement. They engage the reader and create interest. They contain and/or introduce the process and state the author's point about the process. They also cover the whole process.	Good The introduction & thesis statement create interest and are fairly well developed. But while they contain and/or introduce the process, they are not very engaging; although, they do cover the whole process.	Fair The introduction & thesis statement introduce the process, but they either do not give accurate and complete information, or they lack detail and creativity. May not cover the whole process.	Poor The introduction & thesis statement do not introduce the process. No controlling point about the process is evident.
Body Paragraphs Topic Sentences & Supporting Details 4pts	Excellent Each paragraph contains a clearly focused topic sentence that relates to the process being described. Details in the essay are clear and specific, and there are enough details to help the reader see and understand all the steps of process. Concrete sense language is used effectively.	Good Each paragraph contains a topic sentence that relates to the process being described. Details are clear and specific, and the steps in the process can be followed well enough to understand the described process.	Fair Not all paragraphs contain topic sentences that relate to the process being described. There are details, but they are not very clear or specific, or there are not enough of them to allow the reader to follow the progression of the process.	Poor There are no apparent topic sentences. Details are either wrong or lacking. They do not seem to relate to the process.
Conclusion 4pts	Excellent The concluding paragraph effectively unifies the essay. It makes a point about the process that is creative and interesting.	Good The concluding paragraph effectively unifies the essay, but it does not make a very interesting point about the process.	Fair The concluding paragraph relates a conclusion to the process, but it does little to unify the essay around the steps of the process.	Poor There is no apparent conclusion or point made about the process.
Organization/Structure 4pts	Excellent Logical progression of details with a clear structure that enhances the essay and provides a clear step-by-step description of the process. The transitions are appropriate and used very effectively to indicate the time order of the steps.	Good Logical progression of details. Transitions are present, but they do not enhance the overall effectiveness of the essay. All steps are covered and in the correct order.	Fair Organization is clear. Some transitions are present, while others are either inappropriate or missing. Some steps may be missing or not in the proper order.	Poor No discernible organization. Transitions are not present. Cannot discern a logical explanation of the process.
Style: sentence flow, tone, and word choice. 4pts	Excellent Writing is smooth, skillful, and coherent. Sentences are strong and expressive with varied structure. Consistent and appropriate tone and word choice is used throughout the essay. Vivid sense language is used to create clear images of the process.	Good Writing is clear and sentences have varied structure. There is consistent tone and word choice is appropriate for the description of the process.	Fair Writing is clear, but sentences may lack variety. The tone is inconsistent and word choice, while adequate, does not clearly explain the process.	Poor Writing is confusing and hard to follow. Contains fragments and/or run-on sentences. The tone and purpose is inconsistent and difficult to determine. The word choice is inadequate and the process is not explained.
Mechanics 4pts	Excellent No errors in punctuation, spelling, grammar, or capitalization.	Good A few minor errors in punctuation, spelling, grammar, or capitalization, but they do not detract from the overall meaning and effectiveness of the essay.	Fair A few errors in punctuation, grammar, spelling, and capitalization that, while distracting, the meaning and intent of the essay can still be discerned.	Poor Distracting and major errors in grammar, punctuation, spelling, and capitalization.