

# Process Essay Rubric/Grading

## "A" Quality Essay

- Opening: Clearly and completely states the process to be explained. Process is accurately limited in scope.
- Information: Describes all necessary information in the most appropriate sequential order.
- Organization (procedural markers): Uses all necessary procedural markers to identify the steps in correct order as well as using appropriate transitions when needed.
- Language: Uses precise and accurate words in describing the process.
- Conclusion: Provides a unique or creative close to the process.

## "B" Quality Essay

- Opening: Clearly states the process to be explained. Process is accurately limited in scope.
- Information: Describes necessary information in sequential order.
- Organization (procedural markers): Uses some necessary procedural markers to identify the steps in correct order as well as using appropriate transitions when needed.
- Language: Uses accurate words in describing the process.
- Conclusion: Provides an appropriate close to the process.

## "C" Quality Essay

- Opening: Process to be explained is not clearly stated. Process may not be limited in scope.
- Information: Describes most necessary information but the order given is not correct.
- Organization (procedural markers): Uses some procedural markers but has some steps in incorrect order use of appropriate transitions is insufficient.
- Language: Uses some accurate words as well as inaccurate words in describing the process.
- Conclusion: Provides an attempt to close the process but is not clearly stated.

## "D" Quality Essay

- Opening: Process to be explained is not clearly stated or is so broad that the process cannot be accurately described.
- Information: Includes very few pieces of necessary information or the order given is so incorrect, the task cannot be done.
- Organization (procedural markers): There are very few procedural markers or no transitions.
- Language: Uses few accurate words in describing the process.
- Conclusion: No attempt to close is made.

**There are several methods to capturing the reader's attention depending on the audience:**

- Quotation: One that sums up the essay would be nice
- Definition: Use sparingly. Too many amateur writers use this method.
- Question: Ask a question in the introduction...and answer it in the body.
- Problem: Pose a problem in the introduction...and solve it in the body.
- Statistics: Make sure they're actual statistics and not something you made up on the way to the library.
- Comparison: Take something the reader is unfamiliar with and relate it to something they are familiar with.
- Metaphor/Simile: An even more effective comparison for making the complex seem simple.
- Shocker: Everybody likes surprises. Unfortunately, it's getting harder to shock people.
- Summary: A brief summary piques reader interest.
- Anecdote: A short humorous story relevant to the topic eases the reader into the material.
- Expert opinion: An expert gives you instant credibility with the reader. Make sure the expert is an actual expert and not your Uncle Fred from Topeka

## **How to Write an Introduction for an Essay: The Thesis Statement**

The thesis statement is the most important part of the essay introduction.

- It introduces the topic in a structured manner.
- It appears as the last sentence of the introduction.
- It contains a subject and an opinion.
- In a persuasive essay it must take a stand.