

## Assignments This Week:

- **Part 1: Creating Chapter Two**
- **Part 2: Creating a Set of Instructions for your Chapter**

### Rubric for Part 1: Chapter Two

Criteria	Comments
Included a logical bridge from chapter one to chapter two. Concepts and steps in this chapter follow a logical sequence from Chapter One.	
Included a viable introductory chapter with a "What this Chapter Covers" at the <u>end of the first paragraph</u> . You may use a brief explanation or you may use a bulleted list.	
Paragraph development included at least <b>ten paragraphs</b> in Chapter Two.  Every paragraph contained at least <b>eight</b> sentences or more.	
Included viable headings from the table of contents you designed last week to write the next paragraphs of Chapter 2.  Are your headings descriptive and meaningful to the paragraph?	
Included a concluding paragraph stating the goal or outcome of the task the user should achieve upon completing this chapter.  Included a "What Chapter Two Covers" at the end of the last paragraph of Chapter Two. This provides a logical bridge from Chapter Two to Chapter 3.	

### Rubric for Part 2: Numbered Instructions

**Note:** You may use the Replacing an Empty Ink Cartridge format as a physical template for Part 2 Numbered Instructions. You will find this posted in the Week 2 Understanding the Technical Manual folder in the Excel Assignment Template and Numbered Instructions folder.

Criteria	Comments

<p>Included an effective heading and introduction to the task. Introduced the Numbered Instructions section completely by using five or more sentences. Your introduction to your numbered instructions can include some of the following attributes:</p> <ul style="list-style-type: none"><li>-Why carry out task</li><li>-Who should carry out task</li><li>-Safety measures</li><li>-Items needed</li><li>-Cautionary notes</li></ul>	
<p>Included one or two clearly defined sets of instructions. These must include at least 10 numbered steps per set of instructions.</p>	
<p>Considered the attributes on page 590-591:</p> <p>Numbered instructions and used nested numbers (indented) as necessary to show a hierarchy of importance and organization of the numbered steps.</p> <p>Logically grouped steps with a clear heading.</p> <p>Presented the right amount of information in each step.</p> <p>Used the imperative mood.</p> <p>Effectively separated steps from feedback statements.</p> <p>Included graphics where necessary to enhance understanding. Introduced graphics from the numbered steps</p>	

Concluded the Numbered Instructions Properly by stating the goal or outcome of the task.	
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