

SD-160 Instructions

Audience	Mark
Instructions make it clear who should and should not use these instructions and how the instructions will meet audience's needs.	6
Instructions include some acknowledgement of who the audience is and their needs for using these instructions.	5
	4
	3
Audience is not clear, and instructions seem very general and vague.	2
No attention to directing instructions to a specific audience.	1

Purpose	Mark
Purpose of instructions is very clear and audience knows what they will be able to do after reading the document. Includes an introduction and table of contents	6
Purpose is somewhat clear, but not outlined well for the audience. May include a weak introduction and incomplete table of contents.	5
	4
	3
Purpose is not clear at all. Document just starts with instructions and no purpose clarification.	2
No attention to purpose of document.	1

Images	Mark
Well-labeled pictures accompany the instructions. The images make the instructions clear and easy to follow.	6
Well-labeled pictures accompany the instructions.	5
	4
	3
Some pictures are included with the instructions, but they are not clear, welllabeled, or connected to the text.	2
No pictures are included in the instructions. The document includes text only.	1

Organization	Mark
Instructions are very well organized into major sections with clear labels.	6
Instructions are well-organized into major sections that are labeled.	5
	4
	3
Instructions are organized into sections.	2
Instructions are poorly organized or have no clear organization at all.	1

Completeness	Mark
Instructions include all necessary information and pictures, including any contact information for help and troubleshooting.	6
Instructions include information needed to complete the task.	5
	4
	3
Instructions may be missing some steps or the steps are not clear.	2
Instructions are incomplete and offer no help for the user.	1

Total Mark	30
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