

Marking Criteria—Assignment I

INSTRUCTIONS	
Evaluation Parameters	Marks Obtained
Instructional Steps <ul style="list-style-type: none"> · Chronologically Organized · Steps are numbered · Each step outlines ONE activity · Each step is clear and easy to follow—divided into manageable chunks—not overloaded · Points are thoroughly developed · Technical Descriptions are added where required 	/6
Language <ul style="list-style-type: none"> · Clear and specific action verbs at the beginning of each step · Suitable for the target audience (low-tech and lay readers) · Abbreviations, acronyms, or technical terms have been defined · Easy to follow and comprehend 	/3
Graphics <ul style="list-style-type: none"> · Relevance—Each graphic aid is relevant and crucial to explaining the process it is attached with · Placement—Each graphic is placed close to the instruction it is associated with · Necessity—Visual aids have been provided wherever necessary · Callouts/Labels—Visual aids have been appropriately marked and edited · Hazards (dangers, warnings, cautions, and notes) are boldfaced, typed in appropriate colors, and/or placed in textboxes to emphasize importance 	/3
Document Design <ul style="list-style-type: none"> · organization, order, access, variety 	/3
Ease of Access <ul style="list-style-type: none"> · Can readers easily find what they want through the following? Table of contents, List of Illustrations, Glossary, Required hardware and software, Hierarchical headings, Headers and footers, index, cross-referencing or hypertext links, Frequently asked questions, etc. 	/3
Grammatical Accuracy	/2
Total Marks	20