Name: How to sharpen a pencil.
1. Hold the blunt pencil in your hand and then
2. Sharpen it
3. Then put the pencil in the hole.
4. Twist the pencil.
5. Rack it out
6. If it does work, you start again
7. If it doesn’t work, you go and look.

The goal is clear and the text is well structured but is missing a list of materials.

Grade Commentary
Pat has demonstrated basic knowledge and understanding of the structure and features of a procedure. A flow chart indicating the steps has been provided. Most steps in the procedure begin with verbs and there is some elaboration of commands but a limited range of strategies has been used to spell familiar and unfamiliar words.

Pat’s response demonstrates characteristics of work typically produced by a student performing at a grade D standard.