

CATEGORY	2	1	0
Process Analysis	Paper clearly uses an informational or directional process analysis.	Paper uses a process analysis, but it is unclear which style is being used.	Paper does not use a process analysis.
Introduction/Conclusion	Paper has a well written introduction and conclusion which explain their topic (introduction) and summarize and highlight the main points of the essay (conclusion).	Paper has a introduction and conclusion, but they are not clear.	Paper has a highly disorganized introduction and conclusion or none at all.
Body of Essay	Paper has a body with at least three paragraphs that describe steps of a process analysis.	Paper has a body with three paragraphs, but they are disorganized and do not detail the steps of a process analysis.	Paper does not have at least three paragraphs in the body.
Word Count	Paper achieves 750 word count.	Paper comes within 50 words of the word count.	Paper does not achieve word count.
Formatting	Paper follows style requirements: titled, page numbers inserted in top right hand corner, double spaced.	Paper is missing one of these aspects.	Paper is missing more than one of these aspects.