

# TECHNICAL WRITING level 1 – DAP TOOL

## Developing and Assessing Product Tool (DAP Tool)

|                      |  |               |
|----------------------|--|---------------|
| CONTENT              | <ul style="list-style-type: none"> <li>Is the content correct and complete?</li> </ul>   | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>Has the content been thought about in a way that goes beyond a surface understanding?</li> </ul>  | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>Is the content put together in such a way that people understand it?</li> </ul>   | 0 1 2 3 4 5 6 |
| PRESENTATION<br>FORM | <ul style="list-style-type: none"> <li>Does the title describe the main idea? Is the topic clearly stated early in the paper? Do strong transitions lead from one section to another? Does each section have one main idea? Does it come to a close and link back to the topic?</li> </ul>                                   | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>Is there enough detail to prove the points? Does all information relate to the main idea? Are the ideas fully explained and supported? Are all figures and graphs explained well?</li> </ul>  | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>Is it written for the expected audience? Are the words clear and concise? Has slang been avoided and all jargon explained? Are the sentences straightforward and clear? Is it written in active voice and third person? Are tables used to organize data when appropriate?</li> </ul> | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>Do headings help the audience understand the upcoming section? Are important diagrams, charts, illustrations, or tables included and explained? Are units included with all data? Is the layout consistent as to font, bullets, underlining, etc.?</li> </ul>                         | 0 1 2 3 4 5 6 |
| CREATIVITY           | <ul style="list-style-type: none"> <li>Is the content seen in a new way?</li> </ul>  | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>Is the presentation done in a new way?</li> </ul>   | 0 1 2 3 4 5 6 |
| REFLECTION           | <ul style="list-style-type: none"> <li>What did you learn about the content as you completed this product?</li> </ul>  | 0 1 2 3 4 5 6 |
|                      | <ul style="list-style-type: none"> <li>What did you learn about yourself as a learner by creating this product?</li> </ul>   | 0 1 2 3 4 5 6 |

Comments: \_\_\_\_\_

Meaning of Scale:

6 –PROFESSIONAL LEVEL: level expected from a professional in the content area

5 –ADVANCED LEVEL: level exceeds expectations of the standard

4 –PROFICIENT LEVEL: level expected for meeting the standard

3 –PROGRESSING LEVEL: level demonstrates movement toward the standard

2 –NOVICE LEVEL: level demonstrates initial awareness and knowledge of standard

1 –NON-PERFORMING LEVEL: level indicates no effort made to meet standard

0 –NON-PARTICIPATING LEVEL: level indicates nothing turned in