WRITING MANUALS AND PROCEDURES

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PROCEDURES

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- A *procedure* is a set of guidelines that present how to do or make something by series of actions. A procedure is dominantly structured with imperative sentence since it is actually an instruction.

- The main purpose of a procedure is to describe how something is accomplished through a sequence of actions or steps.

- Some procedures can be found on manuals which will be discussed later, cooking recipes, science experiments and others.

- Making something new starts when you follow the procedures or the instructions carefully and properly. An accurate and formal procedure writing will meet and satisfies the reader’s interest.

CHARACTERISTICS OF A GOOD PROCEDURE

WHAT ARE THE CHARACTERISTICS OF A PROCEDURE?

- **Precise**

  The procedure must be precise and straight to the point. It should be more or less specific.

- **Anticipates Revision Control Hazards**

  The procedure also explains and emphasizes the logical outcome of your task. It specifies the effects and hazards when you made or do something.

WHAT ARE THE CHARACTERISTICS OF A PROCEDURE?

- **Uses Significant Lexicogrammatical Features**

  A procedure also uses words and morphemes to specify and tell the process of your action to help readers follow the instructions accurately.

- **Uses deductive format**

  A deductive format is a format in which the procedure starts from the top to bottom chronologically.

WHAT ARE THE CHARACTERISTICS OF A PROCEDURE?

- **Involves all users and recipients**

  The procedural text involves the users to contribute not only his/her share but to improve your plan management between you and the recipients. That way, there will be no misunderstandings and conflicts between your published procedure and the recipients.

TYPES OF A PROCEDURE

WHAT ARE THE TYPES OF A PROCEDURE?

Here are the types of a procedure:

1.) **PARTICULAR ACTIVITY PROCEDURES-** these procedures represents a specific, ordinary actions such as cooking recipes, science experiments, rules and others.

2.) **OPERATIONAL PROCEDURES-** these procedures tells how to operate a machine or an appliance.

PARTS OF A PROCEDURE

WHAT ARE THE PARTS OF A PROCEDURE?

- **The Introduction**

  The introduction must specify the objective or the purpose of the main topic.

- **Materials Needed**

  In this part, it requires the following materials that are needed in formulating an experiment and others.

WHAT ARE THE PARTS OF A PROCEDURE?

- **Steps**

  The procedure has steps to undertake in performing a particular task. It is arranged in a chronological order.

- **Conclusion**

  You need to conclude what would have happened if you perform the following task and explains the circumstances of an action.

STEPS IN WRITING A PROCEDURE

Here are the following steps in writing a procedure:

1. **Know exactly how to do the task.**
2. **Plan how to write the steps in order.**
3. **Write the instructions beginning with a verb.**
4. **Write each step as a small piece.**
5. **Include warnings and hazards as pre-steps.**
6. **Write the steps in logically order.**

7. Review and edit your instructions carefully.
8. Express the steps in a positive way.
9. Avoid expressing opinions, preferences or choices.

TIPS IN WRITING A PROCEDURE

- Do not use verbs that end in *–ing* or it makes the sentence awkward.
- Instructions must be about how to do a real, tangible and physical action. It is hard to perform an instruction when you “think”, “pretend” and “believe”.
- Avoid the word “always” in an imperative statement.
- Allow time to the actor to respond by making sure each step is manageable.

- Instructions are factual, not an encouragement. You should not state your point of views and reactions because no one will ever follow your instructions.
- For each step, add a sentence or phrase that judges the actor if he follows the step correctly.
- Use the imperative form.
- For technical, scientific, engineering or other mechanical processes, try to have an image for each step. Make sure it’s large enough to see what is happening, without capturing your fingers and tools.

MANUALS

MANUALS

- A *manual* is a book full of instructions and procedures that tells mostly what to do in making an object or a machine.

- Unlike to procedures, the manual is being packed and compiled in a book or in handouts. The manual has everything in need to meet the needs of the readers.

- Manuals are used in machineries. Each machine you bought has an instruction guide or the manual that tells the description of an object and how will you make and form it.

- Writing a manual is not an easy task. You have to undergo various tests to enumerate the steps and elaborate descriptions in doing or making something else. You must follow the principles to make your manual effective and satisfies the needs of your readers.

PRINCIPLES OF A GOOD MANUAL

WHAT ARE THE PRINCIPLES OF A GOOD MANUAL?

- **Organization**

  You should organize the information properly in a logical order to list and arrange all the details based on the information given.

- **Introductory Explanation**

  You should explain the main purpose or the objective of the manual to help the readers understand the object being discussed in the manual procedurally.

WHAT ARE THE PRINCIPLES OF A GOOD MANUAL?

- **Good Overview**

  A manual should state the overview or the preface of the topic. This way, it could capture the essence of enthusiasts and readers.

- **Clear Operating Instructions**

  A manual has procedural steps to describe the making of an object.

TYPES OF A MANUAL

WHAT ARE THE TYPES OF A MANUAL?

Here are some types of a manual:

- **Policy manuals-** document the rules governing an organization. It can be set out at the board, organization, departments and other levels.

- **Procedure manuals-** document how things are made. Step by step procedures and flow diagrams are frequently used.

- **Standard manuals-** set standards for products, services and other work activities. It is commonly used in engineering, manufacturing, and construction where to specify materials or manufacturing standards.

- **Guidebooks-** give readers more latitude than standard manuals. It contain ***guidelines*** for dealing with different situations.

- **User manuals-** contain instructions for installing and using software or hardware and should be organized around user tasks.

- **Reference manuals-** usually provide detailed information on hardware or software organized for quick reference. Information such as contact number and code list are also included in reference manuals.

- **Training manuals-** basically designed to teach readers something new. It may be self- paced or designed for use with a training course.

- **Operator manuals-** provide detailed instructions for operating instruments or equipment and may include installation and troubleshooting instructions.

- **Service manuals-** it is used by service technicians or engineers to perform routine maintenance or to troubleshoot and fix problems or breakdowns.

- **Field guides-** are designed for use away from desk, often outdoors. They are commonly used to identify plants or animals, or to describe field tests.

STEPS IN WRITING A MANUAL

STEPS IN WRITING MANUALS

Here are the following steps in making a manual:

1. **Decide on your subject**
2. **Decide what audience you are writing for.**
3. **Define exactly what are you going to talk about in the manual.**
4. **Decide upon a logical order to present your manual.**

5. If the manual is going to use a technical terminology or jargon, prepare a glossary.
6. Decide what subjects are you going to need for further research.
7. Decide on an organization for each section you are going to write.
8. Organize each section and subsection in a logical order, narrowing the range of the topic.

9. Start writing and use your organization as your guide. Alter if it doesn't work.
10. Don't plagiarize someone else's writing.
11. Add appropriate illustrations.
12. Proofread and verify your work.

THAT'S ALL

THANK YOU!