**Technical Instructions Planning Sheet: As you prepare to write your technical instructions, the following questions will help you assess the appropriate rhetoric and develop a plan for your writing and design.**

1. Who will be the audience for your instructions? Why are these readers the best/most likely audience?

2. What are some common problems/misunderstandings/confusion that might arise for this audience?

3. How will you have to tailor your instructions for this audience? What language will you have to use?

4. How long will your instructions be? How many different parts will you have to explain for your audience? List the parts.

5. Will you need to include pictures or diagrams in your instructions? How many pictures will you need? What will those look like? Why are these important?

6. How might your finished instructions look? Will they be 1-page long or more? Will it look like a book or a pamphlet? How else might it look?