

## MEMORANDUM

TO: Dr. Goldsmith  
FROM: Amber Kolar  
SUBJECT: Outline  
DATE: 2 / 17 / 2018

### Context

My instructions manual will be used by people who have decided to learn how to put on laced sneakers. Readers are likely to be younger and have some free time at home when they decide to do this.

### Accommodations

- Make sure the instructions are easy for a younger audience to follow.
- Define the names of several important parts of laced sneakers that I will be mentioning throughout the instructions right at the beginning of the manual.
  - Each definition will be numbered; the part names will have these same numbers next to them whenever I mention them in the instructions. This will make the parts easy to look up if readers ever forget what they were.
  - The parts of laced sneakers that I will define the names of are shoe laces, eyelets, tongues, and insoles.

### Steps

- 1) Loosen Laces
- 2) Insert Foot
- 3) Pull Laces Tight
- 4) Cross Laces
- 5) Wrap Over and Under
- 6) Pull Laces Tight
- 7) Make Loop
- 8) Wrap Around Loop
- 9) Make Second Loop and Slide It Through Gap
- 10) Pull Loops Tight

### Hazards / Notes

- Include a choking hazard warning.

- Have a somewhat generous time estimate in a note so that younger readers do not become frustrated if they struggle with the precision needed to put on laced sneakers and take a little while.

## **Images**

- There will be a picture for every definition and every step: images will make it much easier for readers to visualize what my instructions are informing them about.
- I own laced sneakers, so I will be able to take all the pictures I need myself.
- Steps will have simple explanations: the images will do a lot of the explaining.