**Instructions**

You and your group have been hired by Lego Corporation as technical writers. Your assignment is to write instructions to accompany the illustrations for models made from the Creator Set. This set is designed for children 8 – 11. And the bricks in this set may not be the exact same colors as the illustrations. The template for the instructions is attached.

Samples

13.1. An instructional brochure

13.9 Adequate detail and technicality for a general audience

13.10 A complete set of instructions

Before writing, answer the following questions.

1. Who are your audiences? What are their technical skills? What are they trying to perform?
2. What background information do you need to provide in the introduction?
3. What will be the titles for the four main steps?
4. Will these instructions require a warning, caution, or danger? For what specifically?
5. Where will you put notes as checkpoints?
6. What information will need to be included in the conclusion?

Response questions

1. Explain how effectively you worked as a team. What challenges and successes did you experience?
2. Explain what you were trying to accomplish as you wrote each step.
3. Explain why you consider the final draft of the instructions an effective piece of writing. Consider the characteristics given in Chapter 8 (p. 133): 1) they are inviting and accessible; 2) they flow well as a single, cohesive unit; 3) they provide a visual hierarchy, 4) displaying information in the right order; and 5) they address a diversity of readers.

Hand-in

1. Final draft of instructions

1. Response questions
2. Scoring sheet

**Instructions**

Evaluation

4 requirements are met, and the work is ready to use as is

3 requirements are met; the work is usable, but could be improved

2 most requirements are met, and the work has the potential to be used after modification and/or revision

1 some requirements are met, but many modifications and/or much revision is needed to make this work usable

1. requirements are not met

Unity

* Main idea is stated directly in the introduction.
* The work as a whole is focused and free from irrelevant detail.
* All sections of the instructions are present.

Coherence

* Work is organized logically.
* Transitions stress the sequence used to complete the instructions.
* Titles and subtitles organize and identify the major sections.
* Visuals are introduced, discussed, and integrated well with the text.
* Roadmap states organization of the work.

Support

* Information is complete and accurate.
* Unfamiliar terms are defined.
* Warnings and/or cautions are inserted where needed.

Style

* Tone is appropriate for audience needs.
* Wording and phrasing are simple and direct.
* Terminology is used consistently.
* Formatting is consistent and meets readers’ expectations.
* Lists are parallel.
* Fonts and white space are used well.

Grammar and Sentence Structure

* Conventional grammar, spelling, and punctuation are used.
* Sentences are varied and reflect the proper use of pronouns, modifiers, subject-verb agreement, and tenses.
* Run-on and fragmented sentences are eliminated.

TITLE

*The introduction goes here*

Parts List

|  |  |  |  |
| --- | --- | --- | --- |
| Part A |  | Brick 1x6 | 2 pieces |
| Part B |  | Plate 2x4 | 1 piece |
| Part C |  | Roof Tile 2X3/25° Inv. | 2 pieces |
| Parts D & H |  | Plate 2x6 | 2 pieces |
| Part E |  | Plate 2x2 | 1 piece |
| Part F |  | Roof Tile 2X3/25° | 2 pieces |
| Part G |  | Roof Tile 2X2/45° - Tr. | 1 piece |

|  |  |
| --- | --- |
| B  A | 1. Title   1. Complete the first step. 2. Complete the second step. |

|  |  |
| --- | --- |
| 2. Title   1. Complete the first step. 2. Complete the second step. | D  C |

|  |  |
| --- | --- |
| E  F | 3. Title   1. Complete the first step. 2. Complete the second step. |

|  |  |
| --- | --- |
| 4. Title   1. Complete the first step. 2. Complete the second step. | H  G |

*Conclusion goes here*