INSTRUCTIONS ASSIGNMENT

4 points, group assignment (with your assigned group)

# 500-700 words

This assignment consists of two parts:

1. You will write instructions for a process of some kind. You need to incorporate **text and graphics.**
2. You will also need to submit a group **memo** summarizing the project & contributions of each group member.

*Note*: Original graphics must be designed by you. Photographs and drawings **by you** are also permitted.

# TOPIC CHOICE:

You have flexibility in choosing your instructions topic; however, no recipes or origami. Be sure to choose a narrow and clearly defined scope, as 500 words will go by quickly.

# DOCUMENT STRUCTURE:

Use the common structure of instructions and procedures as outlined in your textbook (Chapter 14):

* **Introduction**: What is the task about to be performed? This includes a general idea of the procedure and what it accomplishes, as well as an overview of the contents. It should also indicate the conditions when these instructions should (or should not) be used and what the audience needs in terms of knowledge (if any) to perform this task.
* **Hazards and/or warnings**: Identify all potential hazards and include warnings.
* **Conditions**: Physical conditions needed to perform task/time needed.
* **Steps**: Chronological order. Include hazards here as well if needed. Include materials needed for each step.

# Before you begin, ask yourself:

* *Who are your readers?*
  + Can a person with little or no knowledge of the subject/process understand these instructions?
* *What is your purpose?*
  + Have you made this clear to the reader?
  + At quick glance, can one get an overview of the process?
* *What is the context in which the instructions will be used?*
  + Will your readers be keen to read these instructions before they begin, or as they go along?
  + Are there any dangers to the user or the product that should be made clear?

# IMAGE INCORPORATION:

Bear in mind that you need to include an image for each step in your instructions, and *how* you include them makes a difference. **You must create your visuals yourself. You cannot take them from other websites.** Think about your visuals in terms of our six characteristics of good technical communication:

**Usability:** Are the images placed with text they correspond to? Is it obvious why they are there? Are they labeled and numbered?

**Readability**: Are the images easy to understand quickly? Are they of high quality (not blurry)?

**Accuracy:** Do the images accurately represent what the reader is being asked to do?

**Conciseness:** Are the images carefully chosen, and not simply used as an excuse to not include clear language?

**Clarity:** Are the images useful to any reader? They are not too complex or overly simple so as to not be helpful?

**Correctness:** Has credit been given if the images are not created by the authors? For this assignment, you can include the source right below each image. If you create them, you do not need to do so.

***Remember:*** The **design** of this document is important. Think about:

* short paragraphs
* bullet points
* numbered lists
* color
* headings
* white space

In instructions, the relationship between design and content is of utmost importance.