**July 31, 2023**

In class for Wednesday (exam):

* Write an informative abstract (10%)
* Write a letter (introducing the recommendation report) (20%)

Monday due: recommendation report on farms and tractor? (20%)

* Form and style (20%)
* Content (20%)

**Tutorial:**

How to write a set of instructions?

1. Remember that we should write chronologically! (the sequence in which people do smtg)
2. We should use imperative form of the verb!
3. If the procedure are conditional on smtg, say so at the beginning!
4. Use the pattern of … then. Do not give the instruction first!
5. If there is a safety aspect, give the warning aspect first! Do not give the instruction first!
6. Let each instruction requires only one action
7. Use simple words
8. Be safety conscious and they should be placed at the beginning of the instructions

\*The safety term should be capitalized and then follow it by negative instruction!

Ex: DANGER OF FLASHBACK: Do not open valve before it cools down to 18OC.

1. Terms such as front, back and left can be confusing. Instead, explain the viewing direction
2. 2 visuals min (no need after each numbered instruction)