**Mitchell Nye**

**1.**

**Table 1: Comparison of Patterns by Purpose and Organization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Compare/Contrast** | **Process** | **Position** |
| **Purpose** | To help the reader make a decision. | To explain why things are the way that they are and to provide background for use. | To convince the reader to adopt a thesis or claim. |
| **Organization** | Introduction:   * Intro heading * Intro paragraph that addresses audience, the decision to be made, the subjects and criteria.   Body:   * Comparison heading * Comparison table, or part by part analysis, or whole by whole analysis.   Conclusion:   * Conclusion heading * One sentence restating the subjects and criteria. * Bulleted list of if statements.   Recommendation:   * Recommendation heading * Recommendation paragraph offering advice based on personal experience.   References:   * References heading * List references. | * Title of book * Chapter # and Chapter name * Author * Table of Contents * Purpose paragraph that states how this will help you and why.   Body:   * Heading (end in “ing” typically) * 1 sentence on why things are the way they are. * Sub Heading * Paragraph on why the reader needs to do something. * Paragraph on what the reader should do. * (The amount of headings and subheading can vary) | Introduction:   1. Paragraph with the problem to be address and with the thesis at the end.   Body:   1. Heading about argument 2. One sentence explaining the argument. 3. Paragraph that offers support for argument. 4. Repeat the previous steps 2 more times so that there are 3 headings, and 3 supports total.   Conclusion:   * Paragraph that brings the work to a satisfactory end. Topic sentence retells thesis, while the rest tells the reader what to do next. |

**2.**

**Table 2: Repetition and Alignment Analysis of CSS 301 Syllabus**

|  |  |  |
| --- | --- | --- |
| **Syllabus Criteria** | **Repetition** | **Contrast** |
| **Good Demonstration of CRAP Principles** | * **Bold headings** | * **Headings are bold, while paragraphs are not** |
| **Bad Demonstration of CRAP Principles** | * **Heading fonts vary** * **Inconsistent listing of information in the table** * **Inconsistent bulleting** | * **The bullets on the back page don’t stand out** |

**3.**

This manual will help you, a new technical writer, create effective line graphs by advising you on the best practices for creating line graphs.

**4.**

To: Sandra Woo

CC: Nancy Kool

From: Mitchell Nye

Date: November 8, 2017

Subject: Evaluation of Graphic for City of Seattle Website

**Introduction:**

This is memo is written to help Sandy Woo decide whether or not she should use the pie chart that she has created for the official City of Seattle website. The pie chart will be evaluated based on the suitability for the data set, the best practices for the chart type, and the labeling of the graphic.

**Comparison:**

Suitability for the Data Set:

* The chart fits the data set because it is comparing parts of a whole.

Best Practices for the Chart Type:

* The chart does not start at 12 o’ clock.
* The chart does not progress from largest to smallest.
* The chart does not contrast different sections.
* The chart does not have any citations.
* The chart does have fewer than 8 sections.
* The chart does have labels on parts when possible.

Labeling of the Graphic:

* The chart’s title is not descriptive enough.

**Conclusion:**

The pie chart that has been created for the City of Seattle website has been evaluated based on the suitability for the data set, the best practices for the chart type, and the labeling of the graphic.

* If you want a chart that fits the data set, then use this graphic.
* If you want a chart that is follows the best practices for the chart type, then make sure that the chart starts at 12 o’ clock and descends based on size, insert citations and color the sections differently.
* If you want a chart that has proper labeling, then create a title that explains the data.

**5.**

Brilliant Consulting

1234 Splendid Avenue, Pleasantville, MI, 49505

November 8, 2017

Sandra Woo

PIO

Department of Neighborhoods

City of Seattle

PO Box 94649

Dear Sandra Woo:

This letter is written to address the use of the graphic you asked me to consult you about on October 24th.  
  
After performing an analysis on the graphic I am prepared to provide you with my advice. Unfortunately, the graphic does not meet our standards and should be worked on. To improve the graphic, the sections of the pie should be colored differently, should be organized from greatest to least (starting from the 12 o’ clock position, should have a more descriptive title and should have citations.

Fortunately, there are good aspects of the graphic and it is worth holding onto. The graphic is suitable for the dataset because it compares parts of a whole, and your chart uses good labeling.

I value your business and thank you for coming to me about this graphic.

If you have any questions, you can contact me at MitchNye@BrilliantC.com

Sincerely,  
Mitchell Nye

Mitchell Nye

Graphics Specialist

Enclosure

CC Nancy Kool