

GSU O7313: TECHNICAL COMMUNICATION SKILLS

Assignment 3:

To be submitted on 8th week of this semester, just after the session in that week.

Create an instruction manual that gives directions for completing a process. This is to be completed as a group project.

Assignment purpose: The main purpose of this assignment is to give you practice in writing instructions and creating a manual, one of the most common kinds of technical communication you will do in the workplace and in your day-to-day life.

Some common reasons for writing instructions include specifying details of technical activities, describing office procedures, preparing training manuals, describing how to operate computer programs and how to do any installation.

An important aspect of writing instructions is using graphics and design: good instructions contain graphics and are designed to be easy to read and understand. Therefore, another important purpose of this assignment is to improve your skills in the visual dimension of technical communication.

Directions of the assignment:

1. Create a 3 to 4 pages instruction manual that gives directions for completing a process.
2. Conduct a **usability test** and include your handwritten notes as an attachment in your instruction manual.

How to conduct **usability test**?

Test your instructions on a friend or any person and take notes as they carry out your process. You might ask them to think aloud as they perform the process, but don't help! Use your notes to revise your instructions if they need it. Submit a legible handwritten note you took during the usability testing session. Be sure to identify your "tester." Include notes about what your tester said during the process, especially any questions he or she asked you while carrying out the instructions.

The instruction manual should have:

- a title page (focus it on the task's audience, not the assignment)
- a table of contents
- a brief introduction
- a technical definition and description

- materials and/or equipment needed to carry out the instructions cautions and safety notices
- 3 – 4 pages (max length) of step-by-step instructions (not less than 8 steps)
- you must include visual elements
- all graphic elements must have a caption
- a conclusion with a feedback statement any relevant back matter; this can include troubleshooting information if required.

Your instructions should describe a simple, easily-conducted process, something you could carry out in a classroom setting.

Avoid illegal, unethical, and potentially dangerous topics, but try to find something interesting. You may get ideas from existing instruction sets online, but **you must write your own instructions.**