**ENCS 282/4 Technical Writing and Communication**

**Instructor: Terry Newman**

**Instructional Presentation (10%, due on Moodle) see syllabus dates for your section**

In this assignment, you will create a short visual instructional presentation that provides instructions for completing a **technical task**. A key goal is to help the audience understand the procedure in its technical details. An effective set of instructions requires clear, precise, and simple explanation, and integrates text and graphics. The task has to be technical and related either to engineering or computer science (no cooking recipes, athletic instructions, etc.) Imagine the reader is educated but not an expert in the domain.

For your choices of medium, you can create a PDF manual, series of linked webpages, or a short video (4-5 min).

This is not a research paper. You should be relying on your own explanations rather than quoting or paraphrasing from other sources.

You can use images from other sources, but make sure to cite them properly.

**Introduction:**

* Indicate the specific task presented as well as the scope. (What will and will not be covered?)
* Give a general idea of the procedure (the big picture) and what it accomplishes.
* Indicate conditions when these instructions should (or should not) be used, considering your target audience.
* Offer relevant background information

**Equipment and supplies:**

* Include a list of *equipment—*the *tools* used in the procedure and *materials*

**Discussion of the steps:**

* Provide step-by-step instructions in the required order. For example, if you are changing the oil in a car, draining the oil is a step that *must* come before putting in the new oil.
* Give additional explanatory information about
  + the expected result of each step;
  + why the user should care about doing the step; or
  + mechanical principles that allow the step to happen.
* Use a variety of graphics (pictures, illustrations, animations, etc.) to support the verbal information.

**Notices of risks (warnings, cautions, dangers)**:

* Alert your audience to the possibility of ruining their equipment, ruining the procedure, or hurting themselves.
* Emphasize key points or exceptions using special notices of risk—warning, caution, and danger.
* Notices of risk can appear in the introduction, equipment supplies, and/or discussion of steps.

**Conclusion:**

* Briefly summarize the final objective of fulfilling task
* Tell the reader where to find additional information (if applicable).

**Style:**

* Use a direct, conversational tone. Use appropriate subheadings. Imperative verbs are best to convey actions the user must take.