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Turnitin™

🔍 This assignment will be submitted to Turnitin™.

Instructions

Purpose

The main purpose of this assignment is to give you practice in writing instructions, 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,
- explaining how to operate computer programs, etc.

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. Another important purpose of this assignment is to improve your skills in the visual dimension of technical communication.

Scenario

You have been asked by a supervisor to write a set of instructions for a simple, easily-conducted process. *You must choose a topic from the list provided below, otherwise your assignment is invalid and will FAIL.*

Any student who copies their instructions from another source, including AI, will earn an F for **plagiarism**, will not be allowed to make up the assignment, and may earn an F for the course.

Your audience is a **non-specialist** audience. Assume that your user is completely unfamiliar with the task at hand. I want to see you think through everything involved, even with a simple topic, and be very clear.

Deliverables (3)

1) Instructions Introduction & Conclusion Memo *(file naming convention: LastName_04_Instructions Memo.docx):* ***out of 20 points***

Here is the list of possible topics. You must choose one of these topics, or you will earn a 0/100 for your project. How to:

- fill a bathtub up with water
- fill a water bottle
- boil water on the stove in a pot
- boil an egg
- draw a cube
- draw a house
- tie a tie
- fold a simple origami structure
- change a lightbulb
- make instant coffee
- make a cup of tea
- carve a pumpkin
- make Easter eggs
- empty a trash can
- draw a smiley face
- apply a bandage
- make a smoothie
- string a guitar (must have diagram)
- groom a horse
- give medicine to a cat or dog
- paint a flower in watercolors
- make waffles
- iron a shirt
- make balloon animals
- straighten/curl hair
- braid hair
- tying special knots in a necktie
- make no-bake food items
- slicing a pizza
- setting up a hammock

NO Lego or computer instructions allowed!

* Any student found to have used AI or plagiarized these step by step instructions will FAIL this assignment.

2) Instructions RUBRIC: (out of 60 points)

- Cover page (title page) - including your name, the title of the document (in Title style), and a graphic showing your completed process (without a caption) : **2 points**
- Meaningful running header & footer with the page number: **2 points**
- Table of Contents: **2 points**
- Table of Figures: **2 points**
- Cautions and safety notices (include ANSI 535.4 and/or the ISO 3864 compliant safety information, as appropriate): warnings, hazards, etc.: brief 1 paragraph description per caution/safety notice describing the hazard associated with your project: **8 points**
- Parts or equipment list (Materials Required): **4 points**
- Graphics of most steps, minimum of 5 graphics required (with a caption for every graphic AND word-wrap your graphics): **8 points**
- Short, simple steps with only 1 key action per step (remember to assume that all materials are in front of the user): **12 points**
- Refer to graphics within steps (as a second sentence or part of 1st sentence), such as "See Figure y.": **4 points**
- Grammar, phrasing, formatting, punctuation: **12 points**
- Spacing/Formatting - 1 space after a period at the end of a sentence; single-spaced document; separate tips & feedback from steps: **4 points**

file naming convention: LastName_04_Instructions

Only MS Word docs will be accepted.

Instructions must be submitted as a Microsoft Word document to the Instructions & Usability Test Project assignment folder.
TIPS: Write in complete sentences & paragraphs. Remember to ONLY use 1-3 sentences per paragraph. Each sentence must have 1 subject & 1 verb. (No compound or run-on sentences!) Avoid slang, colloquialisms, contractions, and using the word "it".
3. A usability test. LastName_04_Usability Test (20 points total)
Usability Test (10 points) AND Photos (10 points) must be submitted into the Usability Test assignment folder.
(1) The usability test may be submitted as either a filled-in PDF OR as a Microsoft Word document. (10 points)
File naming convention: LastName_04_Usability Test
(2) You must take two separate photos during your usability test and submit those along with the worksheet to Instructions & Usability Test Project assignment folder. (10 points)
***A complete usability test will include a filled-in copy of the **usability test worksheet** (in Module 15). The usability testing portion of this assignment does require that instructions be completed **before the due date**.
****For the usability test portion of this assignment, you will find a test subject. This can be your mom, a classmate, a friend, anyone who fits the "non-specialist" audience. You will use the worksheet to conduct a usability test.
***** When filling out the worksheet, ensure that your work is saving. **You may want to copy and paste your answers in a Word document as a back-up**--some students have had problems with disappearing answers before. Close, re-open, and check the document before you submit it.

Hide Rubrics

Rubric Name: Instructions (Part 2 of Instructions & Usability Testing Project)

Criteria	Level 3	Level 2	Level 1	Level 0
Cover Page	2 points Including your name, title of document (in Title style), graphic showing completed process (without caption)	1.5 points Missing some of required information	1 point Missing half of required information	0 points Missing
Table of Contents	2 points	1.5 points	1 point	0 points Missing
Table of Figures	2 points	1.5 points	1 point	0 points Missing
Running header & footer	2 points Meaningful running header & footer with page numbers	1.5 points	1 point Missing either running header or footer	0 points Missing both running header & footer

Criteria	Level 3	Level 2	Level 1	Level 0
ANSI or ISO safety notice & description	8 points ANSI or ISO safety graphic and nicely written description	6 points Have graphic & description, but not well-written	4 points Missing either graphic or description	0 points Missing
Step by step directions of task	12 points Short, simple steps with only 1 key action per step	9 points Missing some steps	6 points Poorly written & missing lots of steps	0 points Missing
Graphics of steps	8 points	6 points	4 points	0 points
Refer to graphics within steps	4 points Refer to graphics within steps (as a second sentence or part of 1st sentence), such as "See Figure y."	3 points Missing some of references, or not well-written	2 points Missing half of references, or poorly written	0 points Missing
Grammar, phrasing, formatting, punctuation	12 points Grammar, phrasing, formatting, punctuation	9 points Needs a bit of work	6 points Poorly written	0 points Lacking severely so as to completely compromise content
Spacing & formatting	4 points 1 space after a period at the end of a sentence; single-spaced document; separate tips & feedback from steps	3 points Needs a little improvement	2 points Needs a lot of improvement	0 points Lacking
Materials Required list	4 points Non-numbered bulleted list of all required materials for task	3 points Missing some of required materials	2 points Missing half of required materials	0 points Missing

Total/ 60

Overall Score

Level 4 11 points minimum	Level 3 8 points minimum	Level 2 5 points minimum	Level 1 0 points minimum