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ECE3390 Technical Writing

**Assignment #2: Instructions**

Write a set of instructions—using both words and diagrams/graphics—that takes the reader through the process to complete a task step by step. Choose a topic from the list below. Choose a scope of task that will fill at least three pages with single-spaced text (double-spaced between paragraphs) and at least three graphics—pictures, diagrams, tables, charts, line drawings, etc. You can hand-draw diagrams if need be, but do so neatly.

Here’s a checklist to help you along:

\_\_\_Start your instructions with introductory text stating 1) what the instructions will cover and 2) the intended audience.

\_\_\_Determine how to split your instructions into sections to make them easier to follow.

\_\_\_Use headings (multiple levels), bullets and numbering where appropriate.

\_\_\_Number all figures, tables and diagrams. [Example—Figure 1: Google Screen Capture]. Every figure should be referred to by number somewhere in the text. [Example—“Type your query in the Google search box as shown in Figure 1.”]

\_\_\_Make your instructions thorough but concise. As much as possible, put steps in simple sentences with active verbs. If there are options, include them in sidebars rather than in the main text.

\_\_\_Make warnings stand out. Red boxes work well for this purpose.

\_\_\_After you have written the instructions, edit to get rid of any unnecessary verbiage. Remove all instances of the words Please, Next, and We.

Here are the topics to choose from:

* Write a simple program for an Arduino or NI Elvis board.
* Write a simple LabView program.
* How to make a plot or a system of equations in Matlab.
* Draw something in Creo Parametric or SolidWorks.
* Draw something in AutoCad.
* Replace PC OS with Linux.
* Write a simple Java/C++/Language-of-your-choice program.
  + WARNING: DO NOT write instructions for the Hello World program.
* Design a simple web page with HTML & CSS.
* Design a circuit in MultiSim.
* Build a circuit and measure output in parallel and in series.

If you want to choose a topic other than these, you *must* clear it with me. Credit will not be given for assignment topics that do not have my approval.

Submit the assignment through eLearning.

**Length**: Three or more pages of single-spaced text and diagrams. Minimum of 450 words.