

The memo should be written using a Microsoft Word or some reasonable alternative.

The memo should be double spaced.

You must submit your file to the dropbox folder:

<https://www.dropbox.com/request/tl4m9c2zji2e8YOhKmji>

Your filename should include your name.

You should submit your instructions prior to 3:15 PM, April 10th.

Instructions

You have selected an item that can be found around your house for which you are writing instructions for.

You will want to focus on certain features or functions about your item. Being too general will likely result in difficult to follow instructions.

Your instructions should have at least 3 sections. Some sections to consider including in your instructions are **Troubleshooting, Introduction, Materials or Warnings**. At least 1 of your 3 sections **MUST** include the steps of your instructions, this section will probably be called **Usage, Directions , Steps, How to**, or something similar.

You should have between 5 - 10 steps. We can be a little flexible on length if the steps have sub-steps, or if the steps are extremely simple and you have more than 10. But generally, less than 5 steps is too short and more than 10 is too complicated.

You should consider adding images to your instructions to better explain to your readers **HOW** to do what you want them to do.