

MEMORANDUM

To: Andrew Kulak

From: Patrick Gatewood

Date: 19 February 2016

Re: Instructions Proposal

The purpose of this document is to propose three potential tasks for which I can write instructions. The tasks will be in order of preference, and they will be supported with reasons why they would be appropriate for this assignment.

Introduction

A suite of three potential tasks is required for this proposal in order to ensure at least one will be unique enough to warrant spending the unit on writing a set of instructions for the task. Three potential tasks I will include how to make pencil erasers last longer, how to play a game I developed, and how to oil the valves of a trumpet. These tasks are further outlined below.

Proposed Tasks

1. My primary proposed topic is “how to extend the life of a mechanical pencil eraser.” I have perfected this method over my many years of school, and verbally explaining my technique to friends has yielded nothing but positive feedback. Reddit and Buzzfeed have a similar technique outlined (Great minds think alike.), but there are no formal instructions on how to achieve the task, and my technique is slightly different from theirs. Potential audiences include students, office workers, and anyone else who has ever used the entirety of an eraser.
2. Another topic I could compose instructions for is “How to play Kim Jong Chew.” Kim Jong Chew is a satirical Android application I wrote last year for a mobile design contest. Even though the gameplay is relatively straightforward, instructions on how to play could not hinder the user experience. The audience for these instructions is anyone who would like to play the game.
3. My final proposed topic is “how to oil the valves of a trumpet.” Unfortunately, many instruction guides already exist on this topic, however I could target non-players as my audience for a somewhat unique spin on the topic. This topic should only be used if the above two are absolutely inappropriate for this assignment.

Experience

I consider myself an expert in all of the tasks outlined above. Using pencil erasers and oiling trumpet valves are activities I have been doing nearly my entire life. I have many years of experience to lean on while writing these instructions, and since I developed my game from

scratch, I firmly believe I will be able to write a set of concise instructions for any of my proposed tasks.

I would be glad to further discuss these proposals with you at a later date if needed. Please let me know if you have any concerns or need any additional information regarding my proposals.