Project 1: The Set of Instructions – 10 points

Purpose: To compose a set of reader-centered instructions that classmates can follow *in the classroom*.

Audience: Your instructor, your peers, and future employers.

The Assignment
One of the most common, yet most difficult, tasks you may perform when writing in the workplace is creating a set of instructions. You must compose the instructions from your readers' point of view since they will be *using* your directions to do something: put together a printer, conduct an experiment, draw blood, install and boot up new software, recreate an assignment for a class of students, complete a yearly financial report. In addition, you must integrate text with visuals in a logical, easy-to-follow format so your readers do not get lost or assemble your item incorrectly.

To help develop these skills, you will create a set of instructions for something *your peers can complete in our classroom*. Please remember that you will have to supply the material for your classmates to test and complete your instructions in class. So, assembling a 300-horse power, naturally aspirated, six-cylinder diametrically opposed Porsche engine is not a realistic task for this assignment. Instead, choose something simple, like preparing a slide for use with a microscope (please leave the Ebola virus in the lab) or changing the battery on a quartz wristwatch. Use *Technical Communication Today* to help you design your instructions.

Goals of the Assignment
The goals of this assignment are to accomplish the following:

- Writing Process – Develop and understand various strategies for planning, researching, drafting, testing, and revising a reader-centered set of instructions
- Research – Understand and use secondary and empirical research methods to produce a set of instruction and collect feedback from your usability test participants later in the term
- Technology – Use mobile technology (the camera on your or a classmate's phone or your digital camera) to help you develop your instructions; use desktop publishing (Word, PowerPoint, Photoshop, InDesign) to help you develop your instructions
- Document Design – Learn to communicate with visual information, understanding and implementing various principles of format, layout, and design of a set of instructions

Format for the Set of Instruction
Your instructions should include all necessary information for your peers and me to be able to complete the task or construct the item successfully without much difficulty. The instructions should include an introduction paragraph, any necessary warnings, a description and list of required equipment, the illustrated directions themselves, and troubleshooting information. The instructions should be developed in color and modeled after the samples in our text.

For two points of extra credit, you may create a video of your instructions.

Instruction Usability Checklist/Feedback Form
On a scale of 1-5, with 1 being the lowest and 5 being the highest score, rate the following:

Introduction paragraph:

Description of the equipment:

List of materials and equipment needed:

Overall directions:

Text:

Visuals:

Troubleshooting information:

Grammar and mechanics (syntax, word choice, punctuation):

Please answer these questions about the set of instructions:

Were you able to successfully complete the task/assemble the item?

Were the instructions clear and easy to use?

What did you like about the instructions?

What did you not like about the instructions?

Do you have any suggestions about the instructions to make them more effective?

Revision
You will have opportunities to revise your work throughout the research and writing process, and you will be able to revise *one individual assignment* after you have submitted your final draft. The revision is due with Project 3 on the day of our final exam. You may not use the revision due date as an extension for this assignment. I will average the grades from your original and your revised documents for your final assignment grade.