**Exercise E: Instructions for Washing and Waxing a Car**

Assignment. Write a set of instructions that “tell” how to wash and wax a car. You can write instructions for manual or machine washing and waxing.

Details

* Write your instructions for an audience who knows little or nothing about your topic (just pretend!). Assume your audience is familiar with cars but has never washed or waxed a car and may not know why they need to do this.
* Include graphics. These may be computer generated or photos or hand drawn and scanned into your document. One option is Microsoft Word clip art.
* Include at least **one note** that clarifies essential information, see p. 260, and **one caution, warning, or danger symbol** in your document’s body. Use the formatting defined in our text on pp. 260-61. (I realize you may need to exaggerate to come up with a caution, warning, or danger—feel free to have fun with this.)

Tip: At <http://new.speedysigns.com/> you can custom design warning signs and then copy and paste them into your instructions. Start the ordering process, but skip the last step, which is payment.

* For correct formatting, see the “Strategies” box starting on p. 262 and the one on p. 264. Follow the “Checklist for Instructions” on p. 271 of our textbook. A good example to follow in our text is “How to Replace a Worn Faucet Washer” that starts on p. 265. Additional formatting tips and examples can be found at <http://www.io.com/~hcexres/textbook/instrux.html>.

Very Important Reminder: start each step with an action verb in the imperative (command) mode.

* Optional: use the decimal number organization system. The student sample on Angel uses this system.
* Calculate the Flesch-Kincaid index and percentage of passive sentences.
* Length: about 2 pages