**Assignment Five: Technical Instructions**

**Assignment Five: Writing Technical Instructions**

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Assignment. Write a set of instructions that tell how to monitor, repair, test, package, plant, clean, operate, manage, open, shut, set up, maintain, troubleshoot, or install something of “multi-step” complexity. Choose a topic from within your field of expertise or one that interests you. Choose a personally familiar topic that you can discuss from experience and observation. Think of something that interests you and could be useful at work, school, or home. Feel free to have fun with this, but remember to use correct formatting for instructions.

NOTE:Do NOT craft instructions on the following subjects (essentially anything that you can just copy and paste from an online site):

Driving/flying/walking/destination instructions Food or drink preparation

Game-playing instructions (ex. Texas Hold ‘em) Tire-changing instructions

Details.

Write your instructions for a “lay” audience *or* for an audience of first-year college students who know little or nothing about your topic.

Include graphics. These may be computer generated, hand drawn, scanned, or taken with a camera.

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 (pp. 260-61). See <http://new.speedysigns.com/>

For correct formatting, follow the Checklist for Instructions and Procedures on p. 271 of our textbook. See also the “Strategies” box on p. 269.

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 Flesch-Kincaid index and passive sentence percentage.

Length: 2-3 pages