Unit Five

Technical Instructions

This is the second of two units in which we focus on technical documents that make extensive use of diagrams or photos and specific details; in unit five we work on technical instructions.

According to our textbook, “Instructions spell out the steps required for completing a task or series of tasks” (251). You probably give verbal instructions every day to someone, and you probably receive or read instructions every day. I’ll bet you’ve tried to follow instructions that were poorly written!

You’ll find our detailed class schedule below for Unit Five. Please note:

* All assignments are due by 11:59 p.m. on the date noted in the schedule.
* Submit all assignments in the Unit Five Assignment Submissions folder under Course Material unless otherwise notified.
* All assignments must be submitted in Word (.doc or .docx) or RTF format.

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| **Mon, June 6** | **Read** Chapter 13: “Instructions and Procedures”  After reading this chapter, you will be able to:   * Identify various types of instructions and their uses * Appreciate the ethical and legal implications of instructions * identify the components of instruction * Determine the level of detail and technicality necessary for a given set of instructions * Write instructions with a readable style and accessible design * Identify the components of procedures * Write a set of procedures * Test instructions and procedures for usability   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>  When you get to the site, click on Student Resources, and then Chapter 13. In the blue column on the left-hand side, click on Multiple Choice Quiz. Once you take the quiz, copy the results box—this will be your proof that you took the quiz. On Blackboard, go to the Unit Five Assignment Submissions folder. You can simply paste the results into the comments box and submit. 25 pts.  I highly recommend that you also **read** the short chapter on technical instructions at <http://www.io.com/~hcexres/textbook/instrux.html>. There are several wonderful examples of instructions and an easy-to-read format for planning an instruction—definitely a great resource. Consider using this chapter to help you draft your instructions. |
| **Tues, June 7** | Class meets! Review of technical instructions and **the assignment sheet for Exercise E: Technical Instructions for Washing and Waxing a Car**. Groups meet to start planning your instructions. |
| **Thurs, June 9** | **Class meets! Last class!**  **Complete Exercise E: Technical Instructions for Washing and Waxing a Car in class.** You will write this instruction in class in a group of three or four students. This exercise is worth 100 points. |

That’s it! We are finished.