

## **Memorandum**

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**To:** English 341 students  
**From:** Dr. Newmark  
**Subject:** Guidelines for Instructions Assignment

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The purpose of this memorandum is to provide you with details for the Instructions assignment.

### **Assignment Overview**

In this assignment you will write a three-page document that “instructs” an audience of non-experts about how to do something. As your book explains in Chapter 20, instructions are “process descriptions written to help the reader perform a specific task” (558).

### **Assignment Guidelines**

Bearing in mind the examples of instructions that we’ve examined in class, you will need to pick a reasonably commonplace activity and explain how to perform this activity or do this task to a member of a non-expert audience. You will need to include text, divided and organized sensibly and effectively, based on your textbook’s Document Design instructions. You must also incorporate graphics into this document (with correct attribution under each image, if you did not create the graphic, and references in the text, i.e. “See Figure A”). Be sure that your document is easy-to-follow and uncluttered, pays attention to the safety of the prospective user, and includes an appropriate number of steps.

As always, be sure to abide by the grammar, style, and document structure expectations I have established in the class thus far. You will find the checklist in your textbook on page 574 *very helpful* as you work on and complete this assignment.

Here are some activities for which you might choose to write instructions:

- changing a car's oil
- performing a certain dance (the Tango, for example)
- house-training a puppy
- operating a (certain brand of) digital camera
- sewing a simple article of clothing
- making a paper airplane

### **Due Dates**

- **Peer reviews:** Please bring a copy of your Instructions to class on Wednesday, October 14 for peer review.
- **Final Draft:** Due on Friday, October 16