

Memorandum

To: ENGL 341 Students
From: Dr. Newmark
Subject: Instructions Assignment

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

Assignment Overview

For 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” (581).

Assignment Guidelines

Bearing in mind the examples of instructions that we’ve examined in class, you will need to pick a commonplace activity *that we can test in the classroom* 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 600 *very helpful* as you work on and complete this assignment. Try to make your instructions visually interesting. Also, use page space, color, and text effectively.

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

- performing a certain dance (the Tango, for example)
- performing a card trick
- making a smoothie (you of course would have to bring a blender and ingredients)
- sewing on a button or patching a clothing hole

Due Dates

PEER REVIEWS AND TESTING: Tuesday, October 14. Be sure to bring your paper-copy instructions and all of the tools/ingredients a peer would need to test your instructions.

FINAL DRAFT DUE: Thursday, October 16, with draft and peer’s review of your work attached.