# English 393BL, Spring 2015

**Writing Instructions: Tuesday**

This week, you will craft a set of instructions for a specialized audience. You’ll begin in class on Tuesday, and then meet with your partner later in the week to test your instructions. Next, you’ll revise your instructions. Last, finalize all required addendum and submit the documents to ELMS by 8PM on Thursday.

**Read this handout carefully prior to beginning in-class work on Tuesday. Reminder: we’ll meet in Tawes 0223.**

*Assignment Set-Up*

1. When you arrive at class on Tuesday, they’ll be two lists of tasks that require written instructions. Pick either List A or List B – **you’ll only be writing one set of instructions from your list of options.**
   1. The best task will be one that you know how to do, but your partner does not. If a set does not fit that category, your partner will have to improvise and erase all knowledge of that specific task (see step 6).
2. Find your assigned partner and choose two computers next to each other.

*Pre-Writing Research*

1. Open the Audience Profile sheet, which you’ll find on the Weebly Instruction page.
2. Think carefully about what you’ll need to know about your specific audience in order to target him or her directly with your instructions.
3. Write five questions for your audience.
   1. Make sure to ask questions that attend to his or her interests. For instance, if you chose the YouTube option, you’ll want to ask your audience about viewing preferences so you can use an appropriate example video.
4. **Please note: All audiences are to erase their existing knowledge of their partner’s task!**
5. Interview your partner and complete the Audience Profile.
6. Complete the Audience Profile Summary at the bottom of the page.

*Writing*

1. Based on your Audience Profile, write out specific, detailed, thorough instructions explaining exactly how to complete the task **written directly to your audience**.
   1. At the top of the Instructions, make sure to type your name and your audience’s name.
2. Your instructions **must** include the following components:
   1. Title
   2. Introduction
   3. Descriptive step-by-step instructions
   4. Troubleshooting guide
3. All instructions must include both graphics and text.
4. Additional hints:
   1. Consistency is key, both in terminology and format
   2. Creativity will be rewarded
   3. Good instructions include clear, **audience-appropriate** examples
   4. Looks Count
5. You may use the internet to find appropriate graphics (or create your own). Design elements are a key part of the assignment, so make sure to consider layout, design, and font.
   1. Times New Roman and Comic Sans are **NOT** allowed.
   2. All sources, including graphics, must be attributed.
6. Set up a time and place to meet your partner later in the week to each test the other’s instructions. You’ll need at least two computers/laptops/tablets or a printout of instructions and a computer and internet access to complete the usability testing. Exchange contact information prior to leaving class today.
7. Make sure to save your work.