Assignment #6
Instructions
ENG 271

Description
Create a set of instructions. You may not write directions (instructions on how to get from point A to point B) and you may not write a recipe (instructions on how to cook or bake something). You should write your instructions according to the Chapter 21, the class lecture, and the class activities on instruction writing.

Due date
- Before the start of class on Tuesday, November 8
- Submit via e-mail to gretchen.haas@mnsu.edu
- Include “ENG 271 <your first name> <your last name> Instructions” in the subject line

Learning Outcomes/Evaluation Criteria
- Your instructions reflect the two attributes that we discussed in class as being central to instruction writing: your instruction steps are numbered, and your instructions are written in the imperative mood.
- Your instructions include an appropriate level of detail and technicality.
  - Enough background to understand need for instructions
  - Enough detail to understand what to do (what is “enough?”)
  - Give everything users need so instructions can stand alone.
  - Give only what users need.
  - Instead of focusing on the product, focus on the task.
  - Omit steps that are obvious.
  - Divide the task into simple steps and substeps.
  - Allow users to focus on one step at a time.
  - Adjust the amount of information presented in a given task to the user’s background and task difficulty. For complex or sensitive steps, slow the information rate. Don’t make users do too much too fast.
  - Reinforce prose with visuals.
  - Assume “a barely literate reader” or an “aliterate” reader.
  - Recognize the persuasive element of instructions (necessary, beneficial, easy to complete)
- Enough examples to visualize steps (show users what to do)
- Include troubleshooting advice
- Your instructions reflect effective design
  - Provide informative headings
  - Arrange steps in a numbered list
  - Separate each step visually
  - Make warning, caution, and danger notices highly visible
  - Keep the visual and the step close together
  - Consider a multicolumn design
  - Keep it simple
  - Keep it consistent
  - For lengthy instructions, use a layered approach.
  - You provide evidence that you user tested your instructions.

Rhetorical Choices Paper Prompts
Use the following prompts to help you write your paper on the rhetorical choices you made when assembling your instructions, and feel free to write about other rhetorical choices you made too.
- Who is your audience?
- Did you choose to include a visual? Why or why not? If you included a visual, why did you choose to include this particular visual?
- What are the important or essential design elements of your set of instructions?
- In which medium do you anticipate these instructions would be used?
- What changes did you make to your instructions after user testing them?

There are not any wrong answers in this part of the assignment. The only way you can receive less than full credit on this portion of the assignment is by cutting yourself short and not fully documenting your rhetorical choices.