*Assignment #6: “How It’s Done” Instructional Documents*

General guidelines: You do not need to rewrite the question; **if the question asks for lists, use a list format, not paragraphs with commas. The following is a list format (which you should read).**

**Principle #1 in Professional Writing is using lists rather than paragraphs and long sentences.**

* Answers can be in phrases rather than sentences.
* You may also save this document and enter the answers in between the questions. This is not required, but it is very helpful.
* Submit only one assignment per e-mail.
* You will receive a response that either says: “Assignment # \_\_ complete OR
* If corrections are needed, they will be indicated in the response.
* Reply to the response with the corrections; do not create a new e-mail for the corrections.
* I have watched and taken notes on the video lesson for this assignment and have reviewed the related sections of the Class Notes: Yes ( X ) No ( )

1. a. **List five types** of instructional documents and give a title (real or fictional for each type).

b. List several questions that both the writer and the reader might ask about the organization of an instructional document.

c. Describe the outline for instructions for an instructional document.

d. List two- or three-ways instructional documents are used in real life and/or the workplace.

1. There is a sample manual for an iPod Shuffle on the website. Look through the first 20 pages of the manual and indicate the characteristics that make it a good manual. (You may need to review the assignment on Page Design relative to design characteristics).

It starts each segment of instruction with a big “how to…” in the header of the page to help users find each instruction that they may go back for.

1. Write your own very brief instructional manual on how to do something (one to two pages).

*Attach to your assignment submission e-mail.*