# Assignment 3: Process Instructions

For your third assignment, you will write **process instructions**. Process instructions tell a reader how to perform a task. As discussed in Chapter 14 of *PSTC*, writing good process instructions requires careful consideration of your audience and a clearly organized set of steps to be performed.

### Planning

To begin this assignment, you will need to identify some process or task here on the university campus that would benefit from instructions. For example, you might identify an appliance in the chemistry lab or a machine in the fitness center that needs good instructions. You will need to clear your topic with me via a properly formatted email before proceeding (this e-mail will count for part of your assignment grade; see *PSTC* pp. 255-258 for guidance in formatting your e-mail). If the process you choose already has instructions, you will need to submit the existing instructions along with your rewrite.

### Drafting

To write your process instructions, you will need to follow the format discussed in class and outlined in your text (see *PSTC* pp. 402-415, and *HTW* pp. 266-271). Make sure your introduction identifies the purpose of the task, the tools and materials needed, and the safety warnings or precautions to be observed. Your steps should be written in the imperative mood and should each clearly identify what portion of the larger task is to be performed. Remember to number your steps. If needed, include feedback statements as part of each step. Your conclusion should provide the reader with any necessary troubleshooting, follow-up, or maintenance required.

If your instructions include any technical terms potentially unfamiliar to your audience, take care to include sentence or parenthetical definitions.

### Visuals

Clear instructions often contain visuals to aid your reader. Consider the process or task your instructions describe, and whether visuals would aid your reader in completing them. Review *PSTC* chapter 8, pp. 224-235, to consider how best to use visuals to suit your audience and purpose.

To complete the assignment, you will need to prepare one more document. Write a brief description (1 page) of a **proposed usability test** for your process instructions. Describe how you would test the instructions, and how your findings might lead to changes in your instructions. Review *HTW* pp. 558-560 for this portion of the assignment.

### Formatting

You are free to select the font and point size for your **instructions**. All decisions should be based upon organization and readability, and the context within which the instructions will be used. If graphics will improve your document, include them. If bold-faced type is needed for headings or safety instructions, use it.

For your **usability test proposal**, please refer to your instructor’s specifications.

### Minimum page length

2 pages

## Due Dates

**\_\_\_\_\_\_\_** First Draft **\_\_\_\_\_\_\_** Peer Review **\_\_\_\_\_\_\_** Final Draft

## Revision Notes

When you are ready to submit your final draft in Week 11, you must include Revision Notes at the beginning of this document, before your final draft begins. Your notes must summarize and explain the revisions you made to your original draft.

## Final Submission Checklist

* I have included Revision Notes as the first page of my assignment where I summarize and explain what revisions I have made to my draft.
* I have included an introduction that identifies the context for these instructions.
* I have used clear and concise language suitable for these instructions.
* I have used the imperative mood in the instructions.
* I have included visuals as needed.
* I have included a proposed usability test.
* I have included in-text citations and a Works Cited/Reference page.
* I have formatted my paper [as our instructor has described.]