

# ENGL 421 Technical Writing

## Instructor Information

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## Project 3 Assignment Sheet Designing Instructions

### Overview

More than likely, you have used instructions in a variety of circumstances during your lifetime. Often, these types of documents are the least noticed; however, they are one of the most important documents in the technical workplace because they help to guide workers' actions when completing tasks.

During this project, your team will create a usable product that costs under \$20 to make. However, the goal isn't simply to create a product. You will teach others how to replicate your work. You will work in a production team to create two sets of instructions. One set will be designed to be printed out or accessed as a PDF. The other set will be posted to <http://www.instructables.com>. (The first set of instructions employs text and images exclusively, and the second set should take advantage of the fact that you can incorporate .gifs and video clips on the website.)

Here are a couple examples of the types of projects you might consider:

**Tacuino: a low-cost, modular, Arduino-compatible educational platform**

<http://www.instructables.com/id/Tacuino-a-low-cost-modular-Arduino-compatible-educ/>

**Coinflip: The coin flipping catapult**

<http://www.instructables.com/id/Coinapult-The-Coin-Flipping-Catapult/>

**Cheap Artbots for Workshops**

<http://www.instructables.com/id/Cheap-Artbots-for-Workshops/>

### Deliverables

#### Step 1: Proposal Memos (15 Points)

As a team, you will compose a memo that describes your product and outlines how your group will complete the project and divide the labor involved (including a project overview and rationale, as well as a timeline with a corresponding set of tasks).

#### Step 2: Draft Instructions (PDF Draft 20 points; Instructables Draft 20 points)

Following our analysis of models/examples, you will compose two sets of instructions. One will serve as a stand-alone document, and the other will be posted on <http://www.instructables.com>. You will be required to thoroughly document your instructions using through text, still images, and video or animations.

**Step 3: Usability Testing (25 points)**

Following Step 2, you will conduct usability testing in lieu of peer review. As part of this process, you will need to have other production teams use your instructions to see (a) how useful and usable your instructions are and (b) what improvements you need to make to your instructions. In the end, your team is responsible for handing in an assessment memo that documents your findings and addresses how you will improve your final sets of instructions.

**Step 4: Final Instructions (PDF Instructions 25 Points; Instructables Page 25 points)**

Your final PDF instructions will be uploaded to Blackboard. You will also need to send me a link to your Instructables page before the final due date, which is Monday, May 4, at 11 pm.

**TOTAL Points 130 (approximately 30% of course grade)**

<b>Project 3 Calendar</b>			
		<b>Class work</b>	<b>Homework</b>
<b>Week 13</b>	<b>4.6</b>	Project Intro	Read Chapter 7: Instructions & Documentation, 152-194
	<b>4.8</b>	Designing Instructions	
	<b>4.10</b>	Designing Instructions, Part 2	Read Chapter 3: Working in Teams, 39-59
<b>Week 14</b>	<b>4.13</b>	On Teamwork and Collaboration	<b>Proposal Memos Due 4.15</b>
	<b>4.15</b>	Proposal Memos Due	Read "Guidelines for Using Graphics" in Chapter 18, 477-480
	<b>4.17</b>	InDesign Workshop	
<b>Week 15</b>	<b>4.20</b>	Work in Production Teams	
	<b>4.22</b>	Work in Production Teams	Read Chapter 19: Revising for Editing and Usability, 498-519
	<b>4.24</b>	On Usability Testing	<b>Paper Instruction Draft Due 4.27</b>
<b>Week 16</b>	<b>4.27</b>	Usability Testing Paper Instructions	<b>Instructables Draft Materials Due 4.29</b>
	<b>4.29</b>	Usability Testing Instructables	<b>Usability Memos Due 5.1</b>
	<b>5.1</b>	Recapping the Course	
<b>Final Drafts of Project 3 Due by 11 pm on Monday, May 4</b>			

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