

Technical/Instructional Manual Assignment

50 points

Front Matter

- Include a *title page* that has a descriptive title and your contact information. The title should make clear what the manual is about.
 - Provide an illustration or picture on the title page that helps define the manual's content.
- Include a *table of contents* that lists headings, and subheadings exactly as they are found in the manual body. Also include a *list of figures/illustrations*.

Manual Body Content

- The *body* of your manual is typically 4-6 double-spaced pages (including figures/illustrations).
- Organize the manual in sections, so that the first section introduces the process you are describing.
- In the following sections, logically outline the process, being sure to define your terms clearly. Be sure to describe each step (and number them) in the process clearly and completely.
- Include appropriate danger, warning, and caution notices throughout the text (think about effective document design – e.g., font size, color, etc.)

**Suggestion:* To ensure your manual is effectively written and designed, have a friend read through it and try to follow your instructions

Back Matter

- Provide a *glossary of basic terms* (those terms that are essential to understanding the process or product) and/or a *list of parts and tools* necessary to complete the task.

Your manual will be graded based on the following criteria:

- Accuracy (i.e., use of accurate info, etc.)
- Audience Appropriateness (e.g., appropriate information included for audience, appropriate terminology)
- Clarity & Conciseness of writing (i.e., lack of contradictory, illogical, unclear statements; sentences understood on first reading, wordiness is not a problem, etc.)
- Writing Skills (i.e., grammar, spelling, word usage, capitalization, abbreviations, punctuation)
 - It should be apparent that the document has been proofread (no typos or mistakes etc.)
- Presentation (attractive formatting, effective headings, use of pictures)
- Inclusion of advisements, warnings, and cautions when necessary

Additionally, consult the rubric on p. 2 for full details on how your manual will be graded.

{continue to the next page}

Manual Section	Excellent	Good	Fair	Poor
Title Page (5 pts.) Includes title/topic, picture/illustration, your name and contact information	5	4-3	2-1	0
Table of Contents (5 pts.) - Includes each section, page numbers; organized and neat - Format and capitalization featured in section headings is consistent throughout	5	4-3	2-1	0
List of Figures/Illustrations (5 pts.) Each illustration is listed, properly formatted, labeled, and on the page indicated in the list	5	4-3	2-1	0
Manual Body Content (30 pts.)				
Step-by-step directions	5	4-3	2-1	0
Accurate and audience appropriate (e.g., appropriate information included for audience, appropriate terminology)	5	4-3	2-1	0
Clarity & conciseness of writing (lack of contradictory, illogical, unclear statements; sentences understood on first reading, wordiness is not a problem, etc.)	5	4-3	2-1	0
Writing skills (i.e., grammar, spelling, word usage, capitalization, abbreviations, punctuation, no typos, etc.)	5	4-3	2-1	0
Document presentation (attractive formatting, effective headings, use of pictures, strategic placement of pictures)	5	4-3	2-1	0
Glossary of Terms / Parts and Tools (5 pts.) Essential terms in the manual are defined and/or List of required tools is included	5	4-3	2-1	0
Point Deductions - Errors in spelling, grammar or punctuation cost between a half point (.5) and a full point (1) each - Carefully proofread your work	5	4-3	2-1	0