

English 388: Instructions

Goals:

In performing and completing this assignment, you should:

- Learn how to write comprehensive, clear instructions
- Learn how to format and design decipherable instructions
- Gain immediate, tangible feedback on the clarity and comprehensiveness of your writing based on audience feedback and ability to follow your instructions
- Practice how to respond to user feedback

Scenario:

In **part 1**, you will inventory your materials, build a structure, and write a set of instructions for another group to build your structure in its exact measurements, materials, and design. In **part 2**, another group will attempt to build your structure and will evaluate the effectiveness of your instructions. In **part 3**, you will revise your instructions based on user feedback and accuracy of the end product and write a response that addresses the concerns of your evaluators.

Tasks: Part 1, Instructions

Step 1: Take an inventory of all of the materials provided and produce an inventory of the materials. The inventory can be formatted as you like, but you must include the following information about every piece given:

- Color
- Size
- Quantity

Step 2: Build a house. The house must meet the following dimensions and criteria (examples are provided on the following pages for clarification):

- The house must have a door. If a door piece is not provided, then you must have an opening that is 2 pegs deep, 4 pegs wide, and 5 blocks high.
- The house must have at least 1 window. All bags have “window” pieces, which may include a series of clear blocks.
- The house must have a “foundation” layer at least 1 block high and a “roof” layer at least 1 block high. These layers must make up the bottom and top layers of the house.
- The house must be stable enough to be picked up and held.
- The house must be even (no jagged pieces sticking out of the house) and solid (only openings for windows and doors are allowed) on all exterior sides, though it can be uneven in the interior of the house.
- You do not have to provide a floor or ceiling to the house.
- You do not have to use all of the materials, and you can trade materials with another group.

Step 3: Obtain approval of your structure from Professor Lawrence. Photographs of your structure will be taken for later comparison.

Step 4: Write a comprehensive set of instructions that guides another group to build an exact replica of your house. Remember to include:

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- Materials used (as opposed to materials available in your inventory)
- Precise step-by-step written instructions on building each layer of the house according to the exact design requirements (proper piece and color combinations) used in your structure.
- Photographs, pictures, diagrams, and other visual aids may not be used—alphabetic text only.

Step 5: Turn in your electronic instruction sheet (to Blackboard), disassemble your house, and re-pack all materials in the bag provided.

Tasks: Part 2, Instruction Test

Step 1: A user group will receive a printed copy of your instructions, your bag of materials, and a comment card. The user group will attempt to construct your house using the instructions provided.

Step 2: User group: mark up the hard copy of the instructions (providing reactions about wording or step changes or confusing instructions, where applicable) and complete a user comment card to provide feedback on the instructions provided. Re-pack your completed structure in the bag and return your comment card and feedback to the group.

Step 3: The structure will be evaluated against your photographs to determine the accuracy of the end result.

Tasks: Part 3, Instruction Revision and Email

Step 1: After reviewing the comments and feedback from your users, review and revise your instructions based on their experiences.

Step 2: Write an email (this is not an actual email you are sending; re-create an email genre format in a Word document) to your testers expressing your appreciation for their feedback and describing the changes you have made to your instructions based on their feedback.

Step 3: Turn in your revised instructions and email (to Scholar Assignments). Disassemble your structure and return materials to your instructor.

Deliverables:

- Instructions (inventory [total parts], parts needed, building directions)
- Instruction Revision

Tasks and Due Dates

- 10/7: Part 1, Instructions, due by end of class
- 10/9: Parts 2 and 3, Instruction test (structure, feedback, and comment cards), revision, and email, due by end of class