

English 10 Q1--Write an Instructional Manual (Functional Text)

Task: Write an polished, logical instructional manual about a complex process that you would consider yourself an expert at doing.

If needed, go back to the tutorial about writing Functional Text and Leiningen vs. the Ants and take notes.

1. Choose the process. The process should be complex and involve many steps as well as possible setbacks. For example, brushing one's teeth is a process, but it's too simplistic. Changing the brakes on a vehicle is a more complex, and thus better example of a process to choose for this assignment.
2. Brainstorm and outline the steps, results, and possible drawbacks using a table like the one below.

Step	Desired outcome	Possible problem	New step to solve problem

3. Next, begin drafting the instructional manual following the outline below:

--Introduction. Write about what the process is and why it is important.

--List the tools, supplies, workwear, safety gear, work conditions, etc. that one may need.

--Next, begin writing the steps, using CLEAR language and logic. Remember, the person reading it may not have ever done this process, so it is important to be clear, but concise (not too wordy).

--Remember to also write about possible setbacks or problems that one may run into at certain points in the process and how one may fix those problems and what the outcome should be or look like.

4. Draft your instructional manual in GOOGLEDPCS with the title Lastname Eng 10 Q1 and share it with Mrs. Botsford (lbotsford) or whatever writing teacher is assigned to you.

This is only a DRAFT. It is NOT the final copy.

5. Mrs. Botsford will then make comments on your draft. You are required to fix the draft, then check for spelling and grammar errors.

6. Submit the final, polished copy by copying and pasting it from Googledocs into Odyssey Writer.

7. The rubric used to grade the manual is located at www.khonlinewriting.weebly.com Be sure to check it out to ensure that you have completed and mastered all of the steps.