

**English 403 – Professional and Technical Writing for ESL Students**  
**Summer 2008, Washington State University**  
**Section 03: MTWRF 3:00-4:15, Thompson 105**

**PROJECT #1: Specifications, Instructions, and Procedures**

**NOTES and DUE DATES**

- The overall value of Project #1 is 15%
- Deliverables for Project #1 are:
  - Project #1 (Draft), worth 30% of the overall Project #1 grade
    - Submit document via eLearning in the "Project 1 Draft" assignment area by **11:59pm on Friday, JUNE 20<sup>th</sup>**.
  - Project #1 (Final), worth 70% of the overall Project #1 grade
    - Submit document via eLearning in the "Project 1 Final" assignment area by **11:59pm on Wednesday, JUNE 25<sup>th</sup>**.

**OVERVIEW**

Your final document should include the items in the following list. Your draft document does not need to have all of these items, but the more you include the more comments you will receive regarding how to make your final document the best it can possibly be.

- A clear **title**, such as "How to [do something]" where "[do something]" is replaced by the actual action you are describing
- An **introduction** to the action, including **what it is** and **why it is important** to know how to do this action, **who might want to perform the actions**, and so on
- A list of specifications (e.g. what **materials** do you need to have with you before you begin)
- The **steps** to perform the action, in as much detail as possible.
  - This includes information about what the user should do when the results of their actions do not match the outcomes you discuss.
  - Be sure to provide any optional steps the user might perform to enhance the outcome of the process.
- Diagrams and/or photographs to illustrate the steps, the final result, or both (it's up to you to decide what would be best for your intended audience). You can make/take these yourself, or get them from the Internet. If you use images from the Internet, be sure to cite your source.
- A text-based description of the final result of the action.

**INSTRUCTIONS**

1. Create a new document either at home or in the lab on Wednesday, June 18<sup>th</sup>.
2. Work on your draft; feel free to ask any questions you want during lab or in class. You can also e-mail your instructor with any questions.
3. Turn in your DRAFT version before Friday, June 20<sup>th</sup> at 11:59pm.
4. You will receive comments back on your draft on Monday. From that point, you should create the "final" version of your document.
  - Expand where still necessary.
  - Answer questions where still necessary.
  - Include diagrams and/or photographs of steps or the final product.
  - Check the layout—is it visually clear and appealing?
  - Proofread your document.
  - Turn it in before Wednesday, June 25<sup>th</sup> at 11:59pm.