

**English 403 – Professional and Technical Writing for ESL Students**  
**Summer 2009, Washington State University**  
**Section 03: MTWRF 3:00-4:15, CUE 412**

**PROJECT #2: Specifications, Instructions, and Procedures**

**NOTES and DUE DATES**

- The overall value of Project #2 is 15%
  - Clear title? 5%
  - Introduction: who, what why 15%
  - Specifications 15%
  - Detailed steps to perform 35%
  - Use of diagrams or images 10%
  - Description of outcome 5%
  - Grammar/word choice/clarity 15%
- E-mail your document as an attachment to julie\_meloni@wsu.edu by **11:59pm on Monday, July 6<sup>th</sup>**.
  - NOTE! If you would like me to look at a draft, be sure to send it via e-mail by Sunday 9am.

**OVERVIEW**

Your How-To document should include the items in the following list.

- 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 using a footnote (ask me if you don't know how).
- A text-based description of the final result of the action.