

Analyzing Technical Instructions

Each of you has been given a set of written technical instructions. As a group, analyze your set of instructions for the following items. Take notes as you discuss.

1. Audience

Who is the audience for the instructions? How do you know?

2. Purpose

What are the instructions helping the audience do or create?

3. Rate Instructions—Easy vs. Difficult

Are these instructions easy for the audience to use? Why or Why not?

4. Effective vs. Ineffective Elements

Identify both good and bad parts of instructions.

5. Visual Appeal

How does the set of instructions look? What about its the look and design that is effective or ineffective for the audience?

6. Language

What kind of language does the document use? Is it appropriate for the audience? Give examples.