PROJECT GUIDELINES

WHAT

The follow-up project to your demonstration speech will be a step-by-step instruction booklet. It **will be** the same topic.

FORMAT

You must follow certain format guidelines to create an acceptable product.

1. **Use two or three columns – no flat papers accepted**

2. **Import graphics**
   - **Photographs**
     <mark>**Must be cropped Background REMOVED**</mark>

3. **No cheating. This paper must be your own writing and own graphics. Using the Internet for pictures or words will create a ZERO for the author.**
   - **ONLY EXCEPTION— Cover image can be "stolen"**

4. **Print on thicker paper to avoid bleed-through.**

5. **Practice page balance.**

PRODUCTION

Deadlines will be followed. You **must** turn in your projects on the dates given. Failure to come to class prepared on due dates will guarantee you a **0** on the project.

First final will be turned in _____. This document will be complete. It is **not** a rough draft. You will exchange with a peer and review the instructions. Each student will be held accountable for the information given to the peer. Peers must complete the Peer Review Checklist

Final final will be due _____. Final final is a **REVISED** First final. Even if you are home ill, you will be required to hand in project on this day at the beginning of class. No late papers will even be considered; get it here! Turnitin words

GRADING

Brochures will be graded. Take your time and be complete in your planning. How well you follow and use the guidelines on the facing pages will account for the majority of your grade. Appearance of brochure and clarity of instructions will account for remaining.

WARNING

Any potentially harmful activity should be accompanied by warnings and cautions.

GUIDELINES FOR WRITING INSTRUCTIONS

This is a writing project. Along with following basic rules of writing, you also must follow each of these guidelines to achieve perfection in booklet creation. Each of these **MUST** be followed.

1. Select correct technical level.

2. Provide introductory information.

3. Use numbered lists in body.

4. Group steps under task headings.

5. Place one action in a step.

6. Lead each action with a verb.

7. Remove extra information from step.
   ➢ Use "note" for additional step information.

8. Use bullets or letters for emphasis.

9. Emphasize cautions, warnings, and dangers.

10. Keep a simple style

11. Use graphics.

12. Test your instructions.

SOPHOMORE PROCESS PAPER

Follow the guidelines in this booklet to create your very own professional, instruction booklet. .