FRAME FOR TECHNICAL DOCUMENT - Non-Profit Organization

The purpose of this assignment is to fulfill the Language Arts Standard of writing a Technical Document. You are required to report information and convey ideas logically and correctly, offer detailed and accurate specifications, include scenarios, definitions, and examples to help comprehension (e.g., troubleshooting guide), and anticipate readers' problems, mistakes, and misunderstandings.

You will write a coherent essay by establishing a controlling topic that conveys a clear perspective, while maintaining a consistent tone and focus throughout the piece of writing. The writing demonstrates your awareness of the audience and purpose. You will progress through the stages of the writing process (pre-writing, drafting, revising, editing/proofing, final draft).

Students not getting a passing grade of 70% or more on this assignment will be required to revise the Document until they achieve the standard. There is a **500 word minimum.**

**This is not a research paper. No outside sources are to be used, except for graphics.**

Final Draft Due no later than ________________________________

**INSTRUCTIONS:** Use this frame as a pre-writing strategy to help organize your Technical Document before you begin your rough draft. This How-To should be general enough so that it could be used with any non-profit. However, use your own non-profit for all the examples (Ex: For our ASPCA PowerPoint, our group chose animal graphics.)

**Pre-Writing**
First, you need to think about all of the work involved in getting our school and your non-profit to partner together. What did you have to do? How did you do it? Use the space below to jot down some notes. Don’t worry if they’re not in order:

*What We Did and How We Did It...*

- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
Now that you have written down a few ideas, you are now ready to begin your rough draft.

**Text Features**
Text features are needed in a Technical Document so that your readers will be able to find information easily. Headings, subheadings, bulleted or numbered lists, *italics*, underlining, ALL CAPS, and **bold print** all contribute to a well-organized document. As you are writing, consider which text features would be most appropriate to use.

**Introduction**
Start with the introduction. It should tell the reader what the How-To topic is and explain why he/she needs your instructions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Supplies List**
Next comes the Supplies or Materials Needed list. It’s important to be specific here (e.g. twenty 3x5” notecards, one netbook per person, etc.). This might be a good place to use a bulleted list:

- ________________________________________________________________________
- ________________________________________________________________________
- ________________________________________________________________________
- ________________________________________________________________________
- ________________________________________________________________________

**Warnings**
It’s possible that your reader may misunderstand something you have written. It’s also possible that he/she does not know the difficulties involved. Add some “Warnings” so that the readers will know what NOT to do. This might be a good place for an icon.

________________________________________________________________________
________________________________________________________________________
Step-By-Step Instructions
Now for the most important part, the Step-by-Step Instructions. You will need to think carefully about this before writing it out. What is the first thing you did? The second? The third? Make sure you include all the steps! Five spaces are listed here to get you started. Be sure to define any unfamiliar terms and avoid jargon.

1. _______________________________________________________________________
   _______________________________________________________________________
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2. _______________________________________________________________________
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3. _______________________________________________________________________
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4. _______________________________________________________________________
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5. _______________________________________________________________________
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Graphics
Another essential part of a Technical Document are graphics, such as screenshots, charts, diagrams, graphs, photos, and drawings. What visual aids will you use? Where will you put them (they should be distributed throughout the document)? How will you label them? Make sure your reader knows what he/she is seeing. Remember, all graphics should be there for instructional purposes, not for decoration.

Tips
Since you are an expert in this topic, you probably know all the little tips and tricks that make it easier to accomplish. Share those with your reader in a “Tips” section.

Conclusion
Finally, finish off your Technical Document with a conclusion. It doesn’t have to be much. Maybe just some words of encouragement!

Title
Now that you have written your document, you should easily be able to give it a title. Start with the words “How to” (e.g., How to Increase Community Service at Your School) and go from there.

Cover Page
On a separate sheet of paper, type the title of your document. Then skip a few lines and type your name. Next, skip a line and type your class period. Last, skip a line and type the date you finished typing the document. Staple it to your document.