

**ENG 3300 Assignment Schedule**  
**Unit III: Writing Instructions**

Texts: *Practical Strategies for Technical Communication* (PSTC)  
Canvas readings (C)

Unit III Major Assignment: Instructions due April 6, 2016.

- The work listed under each date should be prepared **BEFORE** you come to class on that date.
- All assignments should be uploaded to Canvas **BEFORE** class begins.
- **Be sure to check Canvas & your Baylor email as assignments are subject to change.**

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**Monday, 3/14: Introduction to Instructions**

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**Wednesday, 3/16: Instructions and Technical Descriptions**

**Read:** PSTC Chapter 14

**Bring:** Example of instructions

*Be prepared for the possibility of a quiz*

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**Friday, 3/18: Project Description Memo due (on Canvas) – NO CLASS MEETING**

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**Monday, 3/21: Writing Instructions**

**Read:** PSTC Chapter 7

*Technical Communication* Chapter 13 (C)

**Bring:** Example of instructions (can be the same as last class)

*Be prepared for the possibility of a quiz*

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**Wednesday, 3/23: Usability Testing, Round One**

**Write:** Instructions draft

**Bring:** Materials to be able to complete your task, plus a hard copy of your instructions

*Not being prepared to conduct usability tests will result in a significant point penalty on the project.*

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**Friday, 3/25: GOOD FRIDAY (DAY OFF)**

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**Monday, 3/28: EASTER MONDAY (DAY OFF)**

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**Wednesday, 3/30 & Friday, 4/1: Usability Testing, Round Two**

**Bring:** Materials to be able to complete your task, plus a hard copy of your instructions (on whichever day you have signed up to do your testing) – no upload to Canvas

*Not being prepared to conduct usability tests will result in a significant point penalty on the project, as will not attending class in order to test the instructors of your peers.*

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**Monday, 4/4: Instructions and Usability Test Report Peer Review**

**Write/Bring:** One copy of your final instructions and usability test report drafts

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**Wednesday, 4/6: Instruction Project Due**

\*Turn in the final version of the instructions and the usability test report on Canvas

\*Bring a folder containing hard copies of the cover letter, the final version of instructions, usability test report, draft of instructions for usability test, notes from usability testing, and all earlier drafts of instructions