

Instructions Checklist

Introduction

- Have you told your readers the things they want to know or would find useful to know about the following topics? (Note that if there's no reason to discuss any of these topics, you should not have included them.)
- Aim, purpose, or desired outcome of the procedure
- Intended readers for the instructions (their knowledge level, job descriptions, etc.)
- Scope of the instructions
- Ways to use the instructions effectively
- Reasons for following the instructions (rather than using some other procedures)
- Background information the readers might find helpful

List of Materials and Equipment

- Have you told your readers about any materials and equipment they should gather before starting the procedure?

Directions

- Have you grouped the steps into the major parts of the procedure?
- Have you provided headings or other visual guidance that enables your readers to see what the major parts of the procedure are?
- Have you presented one action per step?
- Have you phrased directions as commands that begin with the verb ("Do this.")?
- If you are going to provide an explanation of a step, have you described the action before giving the explanation?
- If you are going to tell the readers what will happen as a result of some action, have you presented the result after the action?
- Have you provided all warnings needed to protect the readers from harm?
- Have you provided all warnings needed to prevent the readers from encountering problems or missteps?

Troubleshooting

___ Have you told your readers how to overcome any problems they are likely to encounter?

Visual Aids

___ Have you included all the visual aids your readers might find helpful or persuasive?

___ Are your visual aids neat, simple, and easy to use?

___ Do your drawings and similar visual aids include any labels that your readers would find helpful?

___ Are your visual aids located where they will be easy for your readers to find?

Page Design

___ Do your pages look neat and attractive?

___ Do they provide easy access for the reader to specific parts of the discussion?

___ Do you use at least one level of heading?

___ Have you included a header or footer on the second and subsequent pages?

Correctness

___ Have you employed correct grammar, punctuation, and spelling?