

Assembly Instructions Document Specifications

Fill in the following information for the assembly instructions.

Title of Report:

Readers

Identification:	Ethnic breakdown:
Types of employment:	Ages:
Education Levels:	Gender Ratio:
Experience with topic:	Attitudes toward topic:
Technical level of most readers:	

Needs (use technical level from line above and reproduce list from class overhead of readers' needs):

Purpose:

Writers' names and qualifications (majors, relevant jobs, and other experience) (ex. Calvin Klein—Clothing Engineering, part time sales rep. at Gottschalks):

- 1
- 2
- 3
- 4

Schedule Use the class schedule to help you fill in due dates for the following tasks (*For items marked with an asterisk, check syllabus due dates. **For items marked with a double asterisk, check the sign up sheets.):

*planning/doc specs	
information gathering	
preliminary illustrations	
*prototype and assembly draft	
*polished draft	
document design	
revision	
final typing, illustrating, and proofing	
document assembly	
group presentation planning	
**group presentation delivery	
*final document	

Tone (from the overhead list):

Writing Style (circle one): formal semiformal informal

Budget: (estimate how much the following will cost)

printing	
binding	
other	
Total	

Division of Labor (Decide who will contribute what to your report. Check off who will do what in each category):

Group Members			
cover/title page			
safety/warnings			
introduction			
parts/assembly			
formatting			
memo of trans			
tables/figures			
draft typing			
revising, reviewing, proofing	√	√	√
final typing			
editing			
assembling			