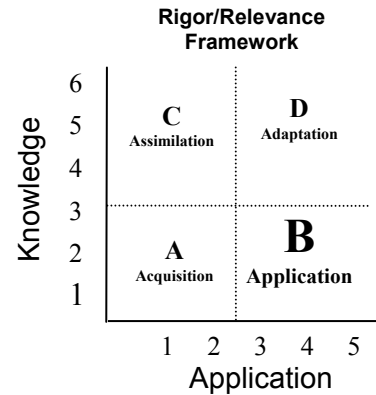




Gold Seal Lesson

TECHNICAL WRITING



Subject

ENGLISH

Grades 9-12

Instructional Focus

Reading: Students read a variety of grade level materials, applying strategies appropriate to various situations.

Writing: Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Speaking: Students speak for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Language Arts Integration: Students synthesize individual language arts skills.

Performance Task

Ask students to bring to class several examples of technical writing. Examples include manuals that accompany computers, VCRs, or appliances; cookbooks; directions for assembling toys; business proposals, etc.

Have the class examine as many examples of technical writing as possible and draw conclusions about the conventions of technical writing. Discuss issues in technical writing such as audience; purpose; use of clear, concise language; illustrations and document design, etc.

After this analysis and discussion, have students write a set of instructions. Students should select a personal hobby or interest that they know well to describe. Have students share their instructions with the class.

Scoring Guide

Rate students on the following points:

- Writer knows the subject.
- Writer considers the audience's needs and uses headings, graphics, bullets, etc., to help with understanding.
- Writing is complete, clear, succinct, and easy-to-follow, aiding in audience understanding.
- Writer divides the process into clearly recognizable steps and stages.
- Writer anticipates problems.
- Writing follows the examples of technical writing analyzed in class.

Essential Skills

- Present information in well-organized fashion that will be clear to the target audience. (ela11)
- Understand and use graphs, charts, and visuals to enhance informational writing and oral presentations. (ela29)
- Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc. (ela30)
- Understand the needs of a specific audience and write and speak in ways that address these needs. (ela62)
- Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids. (ela68)
- Understand the nature of informational and/or technical texts. (ela71)

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