

# Technical Instructions Planning Sheet

Share your item and plans for writing instructions with your partner. After you explain your basic ideas, your partner will help you plan your document by asking you the following questions. Your partner will write down your responses as you talk and then give you the notes, which you can use to get started on your instructions.

1. Who will be the audience for your instructions? Why are these readers the best audience?
2. How will you have to tailor your instructions for this audience? What language will you have to use?
3. How long will your instructions be? How many different parts will you have to explain for your audience? List the parts.
4. Will you need to include pictures or diagrams in your instructions? How many pictures will you need? What will those look like? Why are these important?
5. How might your finished instructions look? Will they be 1-page long or more? Will it look like a book or a pamphlet? How else might it look?