

English Language Arts 7

Module 2 Blackline Master

This blackline master package, which includes student worksheets and materials for teachers to make their own overhead transparencies, is designed to accompany Open School BC's *English Language Arts 7* course. The course was developed by BC teachers, instructional designers, and multimedia experts, with input from BC teachers, students, and historians. It is designed for use by students working in traditional classrooms as well as those studying independently. The course package consists of six modules, six Notebooks and one course CD, *Expressions*. *English Language Arts 7* can be purchased as individual components or as a complete resource and is available in print and online versions. The following supporting resources are required for both versions of the course. All are available from Open School BC.

Textbooks

None

Novels

The Breadwinner by Deborah Ellis. Groundwood Books, 2000.

To order, contact:

Open School BC Customer Service Team

Phone: 250-356-2820 (Victoria)

1 888 883 4766 (Toll-free)

or

Visit our website at

www.openschool.bc.ca

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Activity 2.1A: **Applying for the Technical Writer Position**

Complete this form to apply for the technical writer position at A-1 Electronics.

You will probably need to “invent” some of this information (e.g., post-secondary education and employment history). That’s ok—the idea is to practice another form of technical writing. Just be sure you’re information is realistic.



Application for Employment

Please print neatly using blue or black ink.

1. Position applied for _____

2. Social Insurance No. _____ (completion optional)

3. Full Legal Name _____
Last First Middle

4. Address _____
House Number Street

City Province Postal Code

5. Home Phone _____ 6. Cell Phone _____

7. E-mail Address _____

8. EDUCATION

a. Check the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

b. Check number of years of post-secondary education: 1 2 3 4 5 6 7

Name and Location of Post-Secondary Institutions attended:

	Degree Received	Major or Specialty	Dates Attended
1.			
2.			
3.			

9. EMPLOYMENT HISTORY (Start with present or most recent position)

a. Job Title _____ Duties _____
 Employer _____
 Address _____
 Phone _____
 Type of business _____
 Title _____
 Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
 Full-time Part-time Hours/week _____

b. Job Title _____ Duties _____
 Employer _____
 Address _____
 Phone _____
 Type of business _____
 Title _____
 Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
 Full-time Part-time Hours/week _____

10. SPECIAL SKILLS AND QUALIFICATIONS

List job-related licenses, skills, training, honours, awards, and special accomplishments.

11. REFERENCES

Do not include relatives or former employers.

Name	Address	Phone	Relationship

12. MISCELLANEOUS

- a. Check which shift you will accept: Day Evening Night Rotating Weekends Specify shift hours _____
 b. Check which job status you will accept: Full-time Part-time (specify) _____
 c. Check which employment status you will accept: Salaried (benefits) Hourly (no benefits) Part-time salaried (leave benefits only)
 d. Are you willing to accept employment which requires you to travel? No Yes
 If yes: During the day only Occasionally overnight Frequently overnight

13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)

Month _____ Day _____ Year _____

14. CERTIFICATION

I certify that the information I have provided in this application is true and complete to the best of my knowledge and understand that any false information on this application may be grounds for not hiring me.

Date: _____ Applicant Signature: _____

Assignment 2.1A: Examples of Technical Writing

Find five examples of technical writing in your home. Describe what is included in each of them. A sample is provided.

Example	Description
DVD User Manual	<p>The DVD user manual explains how to install and use a DVD player. It has these sections:</p> <ol style="list-style-type: none"> 1. A table of contents. 2. An overview of the DVD player. 3. A drawing of the DVD player with all the parts numbered. 4. Detailed instructions on how to set-up the DVD player. 5. Features of the DVD player. 6. A trouble-shooting section (what to do if something doesn't work properly).
Example 1:	
Example 2:	

Example	Description
Example 3:	
Example 4:	
Example 5:	

Assessment Guidelines

- You have identified five different examples of technical writing. (5 marks)
- You have clearly and thoroughly described the use and features of each example. (5 marks)

MARKS

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Assignment 2.1B: Writing a Simple Brochure

Rewrite the brochure below to make it more interesting and easier to read. Follow these tips to rewrite it.

1. Use headings and subheadings to organize the information.
2. Use graphics to show the reader what you are trying to describe. Make the graphics appealing to the appropriate audience. These could be pictures of the mall, a map to the mall, a table, graph, etc.
3. Use lists and tables to organize related information.
4. If appropriate, use notices to highlight special information.
5. Make your writing clear and concise.

Come and visit the Olympic Mall. You will find a lot of really cool stores. There are shoe stores, clothing stores, music stores, athletic stores, and so many more. You will be able to buy everything from jackets to computers. You can get everything you need at the Olympic Mall.

The mall is the largest in BC. It has over 900 stores under one roof. The mall has been set up for the entire family. The kids and Dad can enjoy some of the many activities located in the mall while Mom shops. There is a skating rink, an entertainment centre, movie theatre, water park, minigolf course, petting zoo, food court, internet cafe, and just about anything else you can think of. More than 200 food services are located in the mall. If you want to spend a day shopping or playing, this is the place for you. It has quickly become a major tourist attraction.

The mall was built in 2004. The building site is equal to sixty city blocks of space. If you are coming from outside of town, not to worry. You can stay at the Olympic Hotel. There are basic rooms and there are special rooms. The special rooms include the Entertainment Room, the Bobsled Room, the Skiing Room, the Nintendo Room, the Arctic Room, and the Skating Room.

The mall is located just outside of Vancouver. You travel the Trans Canada Highway and take Exit 70. We are located just off that exit. Come and join the fun!

Assessment Guidelines

- You have improved the brochure by effectively using headings, graphics, lists, tables, etc.
- Your writing is simple, clear, and concise.
- You have corrected the weaknesses in the original brochure.
- The brochure is now much easier to read.

MARKS

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Activity 2.2A: Writing Instructions

Step A: Write the instructions for making a simple snack, like a peanut butter sandwich. Include a diagram or graphic of the product to make your instructions clearer.

Tips for writing clear instructions:

1. Write in simple, easy-to-understand language.
2. Don't assume your audience knows ANYTHING about your product. Explain everything to them.
3. Divide your instructions into steps that can be easily followed.
4. Make sure your instructions are task-oriented. They tell the user what to do.

Refer back to the *Toastee 3000 Digital Toaster™* example on your *Expressions CD* for more ideas.

Step B: Have a friend, classmate, or parent read your instructions and try to make the snack properly. Have them answer these questions when they are finished

1. Were the instructions clear and easy to follow?
2. Were any steps missing? If so, what were they?
3. How could the instructions be improved?
4. What things were done especially well in this assignment?

Step C: This question is for you to answer.

1. What did you learn about writing good instructions? How will this help you when you write the instructions for your user manual?

What is Technical Writing?



WANTED: TECHNICAL WRITER

A-1 Electronics is looking for someone to create documents that help people:

- easily understand technical subjects
- carry out tasks that require specialized knowledge and/or instructions

The successful applicant will demonstrate an ability to:

- write clearly—to take something that is technical or complicated and explain it in a simple, easy-to-understand way
- write completely—to say everything that needs to be said to fully understand the subject or perform the task
- write concisely—say only what you need to say without any confusing or pointless extras
- create graphics that help explain your text

Preference will be given to applicants with previous technical writing experience. Applicants who are willing and motivated to learn will also be considered.

To apply, send your resume and cover letter to:

A-1 Electronics
123 Any Street
Anytown, BC

Technical writing is a special type of communication that gives people information about things they might not know. It could be instructions on how to use a vacuum cleaner, a magazine article about the latest fashion trends, or a report that explains why red ketchup is more appealing than green ketchup.

Here are some more examples of technical writing:

Business letters

Press releases

Resumes

Newsletters

Travel guides

User manuals

Presentations

Advertisements

Cover letters

Scripts

Recipes

Questionnaires

There are lots more!

Writing a Product User Manual

A basic product user manual has five parts:

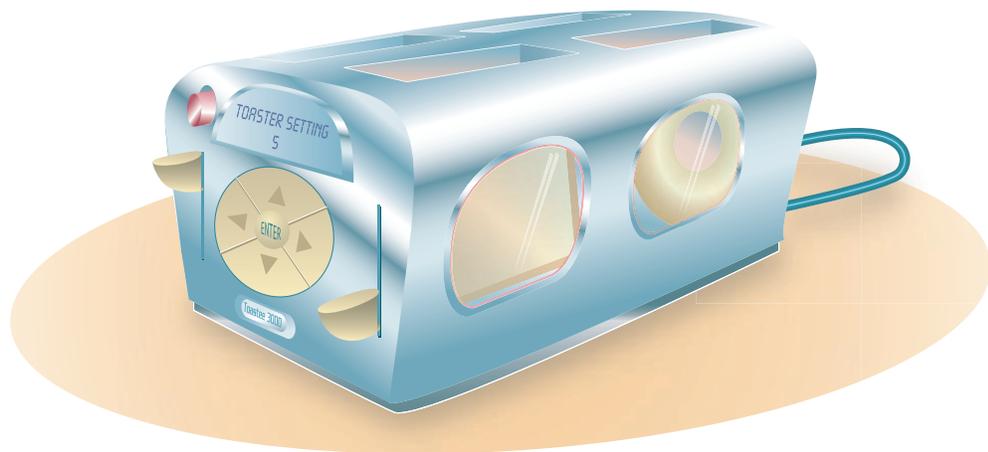
A cover page: this page contains a simple image of the product, its name, and the product number, but not much else

A table of contents: a short list of what is in the user manual, including page numbers

A summary statement: a brief overview of the product and what it does

A product description: a description of the product's parts and features

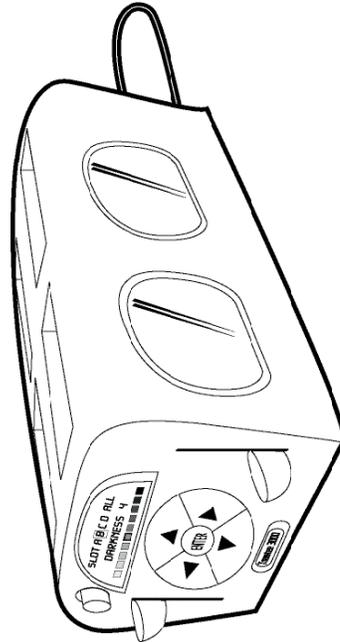
Operating instructions: step-by-step explanations on how to use or operate the product



The Toastee 3000 Product User Manual

Toastee 3000™ Digital Toaster

User Manual



**Toasteo 3000™
Digital Toaster**

Table of Contents

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About the Product

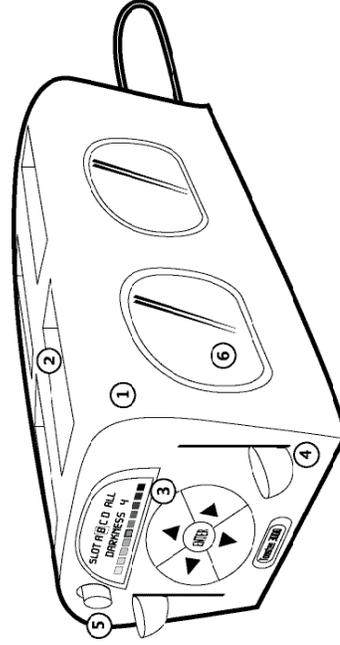
The **Toasteer 3000™ Digital Toaster** makes up to four slices of evenly cooked toast in just seconds. The **Toasteer 3000™** has individual heat zones, so each slice can be cooked at a different temperature for customized toast.

Now everyone in your family can enjoy their toast exactly the way they like it!

Product Description

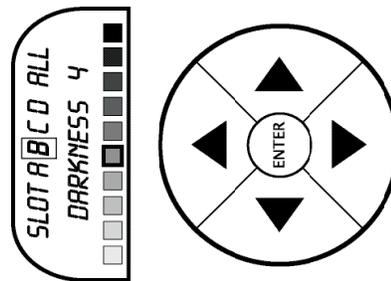
- ① Stainless steel design: The **Toasteer 3000™** is made from premium stainless steel that never needs to be cleaned. It is also cool to the touch, even immediately after use.
- ② Toast slots: Extra wide slots fit even the widest bread and bagels.
- ③ Programming dial and digital operating display: Allows you to individually program the temperature and darkness levels for each slice of toast.

- ④ Automatic handles: As soon as you program your toast settings, your bread or bagel automatically plunges into the toaster.
- ⑤ Shut-off button: Simple push-button that allows you to end your toasting cycles early if you wish.
- ⑥ Glass viewing panel: Heat-resistant see-through glass panel that allows you to watch your bread or bagel as it toasts.



Operating Instructions

1. Plug the toaster cord into a standard electrical outlet.
2. Place the first slice in Slot A. Place the next slice in Slot B, then Slot C, etc.
3. Use the programming wheel to program the individual toast settings.:



(a) Slot A should appear automatically on the digital display. If it doesn't, scroll through the Slot List with the Up and Down buttons on the programming wheel. Push the Enter button in the middle of the programming wheel to select Slot A.

(b) The Toast Setting display should now appear. Use the Left or Right buttons to choose the toast darkness you prefer. Push the Enter button in the middle of the programming wheel to select this toast darkness for Slot A.

(c) Repeat Steps (a) and (b) for the additional slots.

Note: If you want all of your slices to toast the same, select ALL from the Slot List, then set your darkness in the Toast Settings display.

WARNING: Keep this toaster away from water or wet surfaces. Electrical shock or death may occur.