

## Lesson Plan 5.1: Integrating Technical Writing with Visual Design & Logic

<b>Opening</b>			
What would you do with a user manual that was all plain text—no headings, no images, no table of contents—just unformatted text? How motivated would you be to read it?			5
<b>Objective</b>		<b>Goal</b>	Write structured documents
PO-C3 Using an unformatted sample text, the student will create heading and body text styles according to directions provided.		<b>Date</b>	25 August 2016
PO-C4 Using a formatted text, the student will edit the text into a structured document that shows topics and sub-topics.			
<b>Pre-Assessment</b>			
Who already uses Word's styles feature? Do you use style defaults or do you modify them to your purposes? What do you use them for?			5
Did you know that there is a view that allows you to see the structure of a Word document? It is one of the best editing tools available.			
<b>Total:</b>			10 min.

Learning Tasks	Instructor Activities	Student Activities	Media	Time
C3-1 Identify MS Word Styles features.	1.1 Question: What is the purpose of styles? 1.2 Question: Where are the style tools in Word? 1.3 Show Style ribbon and window. Describe its features: 1.3.1 Ribbon: Scroll over to preview style. 1.3.2 Ribbon: Describe default styles. 1.3.3 Window: Show All Styles and Available Styles options. 1.3.4 Window: Distinguish paragraph and character styles.	Listen, respond, and then explore software.	MS Word 2007.  Sample unformatted text document.  Completed document for each PO.  Optional: PowerPoint presentation listing lesson objectives.	30

Learning Tasks	Instructor Activities	Student Activities	Media	Time
C3-2 Modify existing Word styles.	2.1 Question: Can you find at least two ways to modify the existing styles? 2.2 Modify "Heading 1" style from the ribbon. 2.3 Modify "Heading 2" style from the window.	Listen, respond, and modify existing Word styles to text in document.  Apply the following styles to document according to the description provided:  Heading 1, Heading 2, and Body text.	MS Word 2007.	15
C3-3 Create new Word styles.	3.1 Question: When would you create a new style? 3.2 Demonstrate: How to create a new style called, "figure" that will be used to describe images in documents.	Apply the following styles to document according to the description provided: Figure #	MS Word 2007.	20
C4-1 Define structure and hierarchy in documents.	1.1 Remind students that style is used to describe the structure of a document. Structure is hierarchical. 1.2 Question: What is the value of structure in technical writing? 1.3 Question: What is the style formatting you applied telling you about your document? Is it merely decoration or is there more going on?	Listen, respond, and explore their document.	MS Word 2007.	15
C4-2 Identify MS Word Outline view features.	2.1 Question: Is anyone familiar with the view that shows the structure of a document? 2.2 Demonstrate: Show Outline view as follows: 2.2.1 Where to find it on the ribbon. 2.2.2 Describe keyboard shortcuts. 2.3 Show Outline view features.	Listen, respond, and explore software.	MS Word 2007.	10



<b>Post-Assessment</b> <ul style="list-style-type: none"><li>▪ Ask students to hand in printed documents for marking.</li><li>▪ Ask students how many new skills they learned.</li><li>▪ Ask students to summarize the correlation between style and structure in documentation.</li></ul>	5
<b>Closure</b> <ul style="list-style-type: none"><li>▪ “Excellent work. You now know the difference between design and decoration in technical writing.”</li><li>▪ Summarize key points.</li><li>▪ Reference the following course component (goal): PO E - Design templates</li></ul>	5
<b>Total:</b>	10 min.