

Worksheet for Revising Instructions

This worksheet includes questions that should help you revise your instructions or those of someone else. Answer each of the questions, editing the instructions with a critical eye.

Does the set of instructions include all the necessary features, including a specific title, introduction, list of parts, tools and conditions required (if needed), sequentially-ordered steps, graphics, and safety information (if needed)?

Are the instructions appropriate for readers who are likely to use them? How could the document be better adapted to its readers?

Are the instructions appropriate for the contexts in which they will be used? Pay special attention to the places (physical contexts) which they might be used.

Is the document well-organized with a separate introduction, body, and conclusion?

Is the purpose of the instruction clear in the introduction? Would more background information be helpful?

Does the conclusion clearly state that the instructions are finished? As the reader, would you like the conclusion to help you confirm that you followed the instructions correctly?

Are the graphics sufficient? Would more graphics be helpful?

Do the instructions rely too much on the graphics to show the readers how to complete the steps? Should the written text and the graphics work better together?

Are appropriate hazard statements used (danger, warning, caution) to warn readers of possible dangerous situations? Where might more hazard statements be properly used?

Do the instructions include appropriate icons? What icons would you like to see added?

Does the set of instruction include a troubleshooting guide? Should it?

Are the instructions properly designed for the readers and the contexts in which the document might be used?

Can you find any grammar errors or typos that need to be fixed?