

Assignment

ENGL 314: Technical Writing

Fact Sheet

Due: July 22, midnight

Save as: Lastname_FactSheet.docx

Turn In: Under Content > Fact Sheet

Value: 100 points (10% of overall grade)

Description and Rationale

In conjunction with the Occupational Investigation Letter, you will be putting together a visual, one-page fact sheet that details how technical communication skills are used in your major or job field. The scope of the document you are creating is to clearly *and visually* explain your profession to someone thinking about going into your field. For example, if you are a nursing major, imagine giving this document at a degree fair to high school seniors who want to know more about the nursing profession, expected salary, job outlook, necessary training and education, etc. After writing your Occupational Investigation Letter, you will have all the information you need. Using **one side of one page**, you will creatively design the information in an informative "Fact Sheet." You will synthesize and organize the important and relevant information in a creative, effective document that employs skills you learned from Chapters 1, 2, 3, 14, & 15 from your textbook.

An important skill for any technical communicator is to **synthesize** and **condense** information for a specific audience. In this assignment you will learn and employ important skills about how to condense, organize, and design information that is unfamiliar to a specific audience in a way that is quick and easy to understand. Remember that most technical documents are only glanced at—never read in entirety. This means make it useful, attractive, and easy to read. **This is a chance for you to be creative! Make a document that is catchy, fun, engaging, and informative!**

Scoring Standard

While I will leave some of the content choices up to you, I expect that your fact sheet will cover the three areas that your research sources provide:

- 1) Job outlook, salary, job description, education & training, etc.
- 2) Current job postings, expectations, companies hiring, typical skills requested, etc.
- 3) Technical and other communication and writing skills common in your profession

Basically, I just expect that you gather important and relevant information that would be useful to a high school senior or college freshman who wants to know about your field. You are the expert here and you are conveying important information to your audience. And, because

writing and communication is usually one of the most prevalent parts of any profession, it is important that you mention how communication and writing are used in the profession.

FORMAT

In conjunction with written content, the visual display of information is **very** important for successful documents. Thus, using what you learn in **Chapters 12, 14, and 15 particularly**, I ask that you employ good organization and document design practices. There is no one right way to do this (but many wrong ways), and so I ask that you be creative (but thoughtful) here. Think about the information you are expressing and decide whether or not to use charts, graphs, or graphics. Also, consider things like headings, white space, typeface, bullets, numbering, grids, margins, consistency, font size, and so forth.