**From Person to Product: A User Manual for Me**

**Assignment:** Create a User’s Guide (or a User Manual) about yourself.

**Audience:** Teachers, friends, and classmates with whom you will be working on a daily basis – people who might benefit from knowing what you’re all about.

**Purpose:** Instruct readers of the best strategies for working with you – to get your best work, to earn your respect, to motivate your performance, to win your friendship... whatever you think is important for the audience members who will be, in a sense, using you (or, working with you) throughout the year.

**A Few Suggestions:**

* Begin by listing as many things as you can think of about who you are and how you work, what you like and don’t like, what sets you off, and what gets you going – these items can be tweaked and re-organized as you write your manual.
* Get help: Text, Tweet, or talk to at least three people who can tell you something about yourself. Consider asking: parents, siblings, teachers, friends, etc.
* Plan the sections of your User Manual prior to filling in the content.
* Don’t worry too much about right or wrong. Just focus on making something awesome that serves the stated purpose.
* Write and revise and revise and revise.
* Share your work with others, and look at what others are doing. Use other people’s ideas for yourself and let others use your ideas.
* Focus on this outcome: you want to develop positive relationships with teachers and classmates this year. Give your readers a tool that will help them develop those relationships with you.

**You will be marked on the following criteria:**

Ideas – A User Manual on “how to get along/work with me” is created

* Consider your personality, interests, likes/dislikes, learning styles, behaviour
* Consider the same qualities in your audience
* Consider what type of situations you and your audience will be working through together

Organization – The User Manual is broken down into sections for quick, and simple reading

* Include at least 5 different sections
* Consider including a table of contents, product at a glance, product overview, operating instructions, settings, warnings, troubleshooting, product reviews, etc.
* Ensure that sections are labeled clearly, so that readers may find information quickly
* Use lines, spacing, font styles, images, diagrams, etc. to help with your organization

Voice & Word Choices – Instructions are written using technical, yet simple word choices

* Descriptive language and juicy words are not well-suited to a User Manual
* Be informative, thorough, and instructional
* Consider adding touches of your product’s personality (humor, perfection, wittiness…)

Sentence Fluency – Sentences should form clear, concise communication

* Sentences should be short and to-the-point
* Complete sentences are not, necessarily a must (ex. lists are often used within manuals)

Conventions – Manual should be free or errors, though complete sentences are not always needed

Presentation – Manual should be well-formatted, making it both engaging and simple to read

* Include good CRAP (contrast, repetition, alignment, proximity)!