

Technical Writing Unit Assignment

Technical Writing Standards

The student demonstrates competence in a variety of genres: Technical (business correspondence, memoranda, emails, letter of inquiry, letters of complaint; instructions and procedures, lab reports; slide presentations; etc)

- Element: ELA7W2.a
 - Technical Writing: Creates or follows an organizing structure appropriate to purpose, audience, and context.
- Element: ELA7W2.b
 - Technical Writing: Excludes extraneous and inappropriate information.
- Element: ELA7W2.c
 - Technical Writing: Follows an organizational pattern appropriate to the type of composition.
- Element: ELA7W2.d
 - Technical Writing: Applies rules of standard English.

For technical writing, students will complete all of the following 3 assignments. Each assignment is an example of technical writing, and each assignment relates to an area of study outside of language arts.

All 3 assignments will count as one combined major grade. Final products may be typed or neatly hand-written in blue or black ink. Late assignments will result in a loss of a letter grade.

DUE DATE: _____

Social Studies- Letter of Complaint

- Take the role of a citizen of an African nation. Write a letter of complaint to your government explaining your concern over an issue in your nation. This can be a social, political, or environmental issue. Examples include (but are not limited to) a water shortage, the AIDS epidemic, or a change in the ruling regime. This letter can be written during modern times, or you can choose to imagine that this is letter from the past.
- All historical, social, political, and environmental information in the letter must be correct. You may be creative in the name, location and personal details of writer of your letter.
- You must follow business letter format. See Appendix A for an example.

Math- Instructions and Procedures

- Explain how to solve a two-step equation using words and accompanying illustrations/diagrams.
- Use this equation: $2x-10=20$
- Remember to do the addition/subtraction first and then the multiplication/division. You must get the variable (x) by itself.
- Use your math book to see examples of step-by-step instructions.

Science- Lab Report

- Create a lab report for the following question: What happens to an apple after it's left on an outside porch for 10 days in July?
- Use the Lab Report Form in Appendix B. (Same that Mrs. Pangburn and Mrs. Newman use) This portion of the grade is looking for your correct use of the lab report format.
- Use your prior knowledge and imagination to create the outcome of this experiment. You do NOT have to actually perform this experiment.