Major Assignment 4: Instructions and Design Revision

With your group, redesign and revise the winter seeding document into a manual that is easy for readers to follow by

- Dividing the document into sections
- Analyzing the document’s problems
- Preparing a group style sheet for the document
- Rewriting and redesigning the document
- Creating appropriate front matter and back matter

Remember to create a layout that uses appropriate

- front matter and back matter
- headers/footers and page numbers
- headings
- sections
- lists
- steps
- graphics
- warnings, cautions, and notes

Due Dates:
- Rough Draft  Wednesday, November 8 (beginning of class)
- Final Draft  Monday, November 15

Note: Missing more than one class period or group meeting reduces your grade to no more than 75% of your group’s grade.

Editing Checklist

This editing checklist helps you correct

- Formatting Errors
- Content Errors
- Grammatical Errors

Formatting Errors
Have you

- Eliminated all centering, underlining, and all caps?
- Formatted all headings and subheadings consistently?
- Used more space between sections and subsections than between your headings/subheadings and the text they highlight?
- Formatted all warning, cautions, and notes consistently, allowing the designation (Warning:, etc.) to stand out?
- Formatted all page numbers and headers/footers consistently?
- Placed graphics consistently?
- Labeled all graphics?
- Created an attractive, informative cover and cover page?
- Created attractive, informative fly pages?

Content Errors
Have you

- Ordered sections and subsections logically?
- Made all headings action oriented and grammatically parallel?
-Introduced subsections after each major heading?
- Introduced all steps and lists?
- Referenced all graphics within your text?

Grammatical Errors
Have you eliminated all

- Passive voice verbs?
- Nominalizations?
- Unnecessary words?
- Intensifiers?
- Run-on sentences?
- Comma splices?
- Fragments?
- Agreement errors?
- Antecedent errors?
- Dangling and misplaced modifiers?