WRITER'S CHECKLIST

In planning the document, did you
☐ analyze your audience? (p. 43)
☐ analyze your purpose? (p. 43)
☐ generate ideas about your subject? (p. 44)
☐ research additional information? (p. 45)
☐ organize and outline your document? (p. 46)
☐ select an application, a design, and a delivery method? (p. 47)
☐ devise a schedule and a budget? (p. 47)

In drafting the document, did you
☐ use templates, if appropriate? (p. 48)
☐ use styles? (p. 51)

In revising the draft, did you
☐ study the draft by yourself? (p. 52)
☐ seek help from others? (p. 53)
☐ Did you edit the document carefully? (p. 54)
☐ Did you proofread the document carefully? (p. 54)

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WRITING TECHNICAL DOCUMENTS

EXERCISES

For more about memos, see Ch. 14, p. 372.

1. Read your word processor's online help about using the outline view. Make a file with five headings, each of which has a sentence of body text below it. Practice using the outline feature to do the following tasks:
   a. change a first-level heading to a second-level heading
   b. move the first heading in your outline to the end of the document
   c. hide the body text that goes with one of the headings

2. Your word processor probably contains a number of templates for such applications as letters, memos, faxes, and résumés. Evaluate one of these templates. Is it clear and professional looking? Does it present a design that will be effective for all users or only for some? What changes would you make to the template to improve it? Write a memo to your instructor presenting your findings, and attach a copy of the template.

3. Proofread the following paragraph. For information on writing effective sentences, see Chapter 10 and Appendix, Part C.

   People who have a federal student loan can apply for program from the Department of Education that is intended to give relief to former students with moderate incomes by stretching the payments out over a longer period. The program calculates monthly payments on the basis of income. In addition, the program forgave balances after 25 years (10 years if the person chooses employment in public service). The monthly-payment calculation, called income-based repayment (IBR), determined by the size of the loan and the persons income. For some 90 percent of the more than one million people who have already enrolled, the IRB works out to less than 10 percent if their income. The program also caps the payments at 15 percent of a persons income over $16,000 a year (and eliminates payments for people who earn more than $16,000).

For more practice with the concepts covered in Chapters 1–4, complete the LearningCurve activity "Understanding the