



STC Chicago Student Scholarship

Technical Writing Exercise

Write a procedure for one of the topics below. While there may be more than one way to accomplish the task, your procedure must present in a logical and easy to read manner.

Your intended audience is composed of users with a high school education who are not necessarily comfortable or familiar with the task.

Write your procedure using Microsoft Word in a step-by-step format. You may enhance the document in any way you believe will help the reader understand the process.

Your submission will be evaluated for logical procedural flow; clear and concise writing; correct spelling and grammar; and easy-to-read formatting.

Topics

Select one topic from this list and write a procedure to accomplish the task.

- Boil an egg
- Call a friend
- Make a bed
- Open a canned good
- Order a pizza
- Print a document
- Purchase an item online
- Start a car
- Unlock the front door of a house
- Wash a load of laundry