Instructions should emphasize:

1. The "ingredients"
2. Special equipment
3. Hazardous materials or conditions
4. Possible fail points or likely mistakes
5. Logical structure
    a) Chronology (first to last)
    b) Priority (most important to least important)
6. "Steps" of a _single_ _action_
7. Precise and unambiguous language
8. No jargon
9. Checkpoints to assess progress and insure success

Here's what we'll do:

1. Assign teams of four.
2. Each team will formulate written instructions for a task. At least one team member will know how to do the task.
3. One member, who doesn't know how to to the task, will be the reality check for the team.
4. The team member having the most legible handwriting will transcribe the instructions onto transparencies.
5. The team will present their instructions to the rest of the class and receive feedback.