

# Recommendation Presentation

English 404

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# An Introduction & Proposal..

## **Our Goal**

- *Simplify the Process*
- *Reduce Time Spent*
- *Reduce Potential Errors*

## **ACTION PLAN**

- *Standard Formatting*
- *Simplifying the language*
- *Simplifying the Design*

# BEST PRACTICES RESEARCH

## Instructions

- Not overly detailed or overly complicated
  - Consistency
    - > Action verbs (One verb, one and only one action)
    - > Nomenclature (One noun, one and only one item)
    - > Syntax (Same sentence structure)
  - Avoid:
    - > Jargon
    - > ALL CAPS
- 

## Headings

- Used to:
    - > Quickly identify specific parts of the instructions
    - > Divide instructions into logical sections
  - Can be made by:
    - **Bolding**
      - > Make the font bold to make it more noticeable from the body text.
    - Slightly **Larger** Font
      - > Make the font larger to make it different from the body text.
    - Flush Against the Left-Hand Margin
      - > Indent the body text to make the transition easier
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## Images

- Illustrations preferred to photographs
  - > Less clutter
  - > Items of note easier to locate
- All images should be captioned to provide context
- Legends
  - > Useful
  - > Can become cluttered if too many icons present
- Only use when appropriate

# Symbols



## Caution

- Do not let bath exceed 1400<sup>o</sup> F, [consequence]



## Warning

- Example **Warning**



## Danger

- Example **Danger**

# Documents

- Original Template
- Sample with changes created

# Our Recommendation

## ***Making the format simpler***

- Add task overview and task objective
- Eliminate redundant phrasing
- Align pictures so they appear next to the step they correspond

## ***Making it easier to read***

- Bold and enlarge headings
- Enlarge text and use serif font

## ***Safety***

- Make caution, warning, and danger notifications more prominent
- Standardize symbols for notifications
- Put information on required protective equipment in a more noticeable location