CM241 Final Project

For your Final Project, you will be developing a tutorial describing how to complete a task or process. Your tutorial will need to meet the needs and expectations of a specific audience. Although you can choose the topic of your tutorial, avoid overly simple tasks (e.g., “how to tie your shoes” or describing a cooking recipe), as these topics will not fully illustrate all the technical communication concepts you will learn in this course.

**Projects reflecting simple topics (without instructor approval) will receive a zero.** Contact your instructor with questions about appropriate topic selection. Review the following list of sample topics to help you with your brainstorming process. You are not limited to the topics on this list, but you should choose a topic that is similar in complexity to the sample topics.

- Making a self-watering container for small plants
- Creating a video with *PowerPoint®* and *Windows® Movie Maker®*
- Refinishing an old armoire
- Training for a half-marathon
- Using photo-editing software to make a conference poster presentation
- Repairing a broken USB flash drive
- Setting up a campsite for a family of four
- Creating a personal blog using *WordPress®*

Your tutorial should achieve the minimum requirements noted below:

1. **Title page.** Your title page does not need to be in APA manuscript format, but it should minimally provide your name, the title of the tutorial, and the date.

2. **Superstructure.** Your project needs to include all of these sections:
   a. **Title** — a clear and concise title for the tutorial
   b. **Introduction** one to two paragraphs providing context for your tutorial; you may also need to note what skills your audience needs to have in order to successfully accomplish the task
   c. **Necessary Tools and Materials** — all the components required to perform the task; this includes noting software or hardware requirements for computer-based topics
   d. **Process** — information on how to complete the task, including any sub steps and relevant warnings/cautions
   e. **Conclusion** — describe the outcome of the process
   f. References (see note below)

3. **Audience.** Your tutorial must target the needs of an identified audience and cannot be addressed to "everyone" or any adult; instead, your tutorial should target a group of people who require in-depth instruction in the topic of the tutorial.
4. **Tone & Style.** Your tutorial should adopt a formal tone to reflect a professional perspective. Avoid an informal or conversational writing style. Furthermore, the writing should follow the conventions of Standard-American English, which include proper grammar, mechanics, and word-choice. Overall, the writing should be well ordered, logical, and unified, as well as original and insightful.

5. **Design.** Document design principles, such as headings, numbering, and appropriate white-space, should be applied consistently to your tutorial.

6. **Visuals.** Your tutorial must include at least two visuals that support the text of your tutorial, such as screenshots, photos, charts, diagrams, or tables. Textboxes will not count toward meeting this requirement. Visuals that you do not create must be cited in APA citation style; please visit Kaplan University Writing Center for information on citing research and visuals. Each visual should be labeled and explained in the text of your tutorial.

7. **Word count.** Your tutorial should be at least 500 words long, not including the title or references pages.

*Note:* Research is not required for your project, but if you use any information, ideas, or graphics from sources, you must include in-text citations and a References page following APA guidelines. Failing to cite information paraphrased, summarized, or directly from a source is a form of plagiarism and subject to the consequences noted in Kaplan University’s Policy on Plagiarism. Choosing a topic that you are familiar with will help avoid the need for outside research in the project.