

Writing a Manual Using AL

Friday, June 5th 3-5PM
At DeVry University
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Writing a Typical manual

Like any good instructional designer, at some point in your career, you will be asked to produce a manual for your learners. We all know that learners don't feel they have learned anything unless they are able to walk away with a big stack of "stuff" or a huge manual.

We use bullet points to:

- Show emphasis
- Draw attention to important information
- Help learners easily find pertinent information
- Speed up finding information

We use fill-in-the-blank techniques along with other puzzles to keep the learner engaged. Sometimes a creative writer will include some relevant picture or clip art.

Training manuals can be designed to be used as:

- Work books – often used in training sessions. It provides basic information, examples and exercises.
- Self-paced guides: designed for trainees to work through on their own
- Reference manuals: for containing detailed information on processes and procedures
- Handouts: provide general information to support training done during the session
- Job aids: provide step-by-step instructions to be used in the work place

An attractive appearance and ease of use can motivate the trainees to use the manual and thus reinforce learning. BLAH, BLAH, BLAH! How boring was all that? **Wouldn't it be great if there was a way to spice up a manual using AL?** There is and you are invited to the next SIG to find out how! Look at the following page to see how different this information can be written using AL.

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Writing al style

Join me for an exclusive interview with William Writer as he talks about the importance of using bullet points in his writing.



Ingrid Interviewer:
So tell me, William, why do you use bullet points so heavily?

William Writer:

Well, Ingrid, bullet points help the reader pull out the most important information.

That's important in today's world.

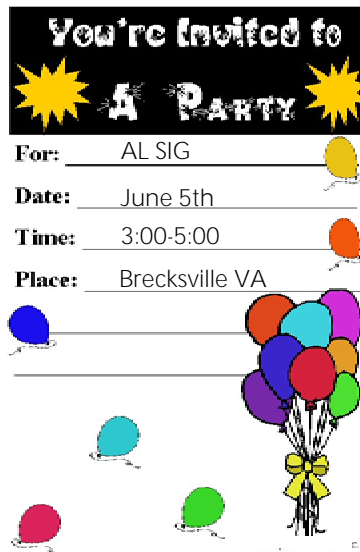
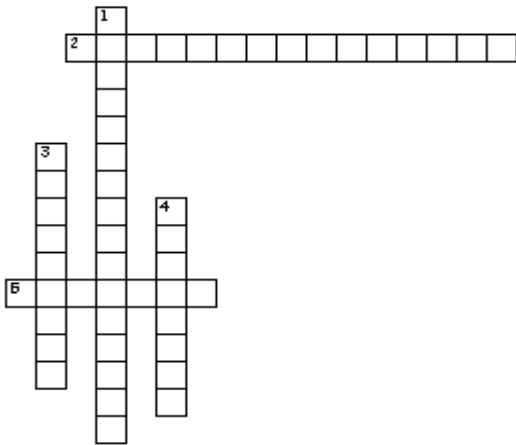
Sure is, Ingrid. Most adult learners don't have a lot of time to read heavy manuals. They want to find the information quickly once they have left the classroom.

When should you use a numbered list?

They are to be used when there is priority or sequencing involved. If one point is more important than another.

William, that's all the time we have for now. Thank you for talking to us about this topic.

Anytime, Ingrid.



Make yours the most dog-eared book on the shelf by using AL techniques to keep them engaged and learning a lot.



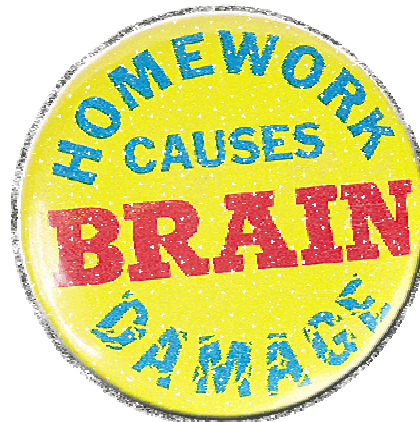
Across

- 2. Designed for trainees to work through on their own
- 5. Provide step-by-step instructions to be used on the workplace

Down

- 1. For containing detailed information on processes and procedures
- 3. Provides basic information, examples and exercises
- 4. Provide general information to support training done during the session

- Job Aids
- SelfPacedGuides
- Handouts
- Workbooks
- ReferenceManuals



Even though homework may cause brain damage, we have some for you. Follow this link to see some more exciting ways to write using AL. <http://www.headfirstlabs.com/books/hfalg/>