

#### **CRITICAL EVALUATION**

A critical analysis will be conducted to assess the merits and drawbacks of the instructions for the 'Original Black Forest cuckoo-clocks and cuckoo-clocks with music'. The following areas will receive attention: the general content, organisation, and structure of the document, writing style and layout, with the aim of enhancing its user-friendliness. The instructions will undergo a modification and redesign to enhance user understanding and minimise setup problems.

# ORIGINAL BLACK FOREST CUCKOO-CLOCKS AND CUCKOO-CLOCKS WITH MUSIC

Instruction Assignment

Name: Yvonne Foote Student ID: 0565806 Module: TW5211 Lecturer: Ann Marcus Quinn Word Count: 470

# Table of Contents

Introduction	1
Content	1
Clarity and Detail	1
Safety Emphasis	1
Layout and Organisation	1
Sectional Divisions	1
Sequential Steps, Headings and Subheadings	2
Flow and Transitions	2
Bullet Points and Numbering	2
Formatting	2
Writing Style, Typography and Accessibility	2
Font Selection and Line Spacing	2
Bibliography	3

# Introduction

The 'Original Black Forest cuckoo-clocks and cuckoo-clocks with music' instructions will be assessed for reader advantages and disadvantages. Although the directions provide advice, analysis of terminology, consistency, clarity, safety, and organisational elements revealed possibilities for development. Addressing these flaws will make the instructions clearer, concise, and ultimately more user-friendly.

# <u>Content</u>

The instructions are informative, providing a step-by-step tutorial for unpacking and installing a cuckoo clock. There are some areas, such as clarity, detail, and safety considerations can be improved.

#### **Clarity and Detail**

- The terms 'ticking proportionable' and 'turn the clock fully topsyturvy' may confuse users.
- The use of a simpler, recognised language for clarity and prevention of ambiguity will be beneficial for the reader (Markel and Selber, 2021).
- Long sentences should be rephrased for clarity, flow, and user comprehension.

# Safety Emphasis

Certain important elements need more attention, including safety considerations, which should be emphasised to increase user awareness and prevent accidents, especially while handling hanging weights.

# Layout and Organisation

Layout can affect how readers interact with technical documents (Markel and Selber, 2021) considering this the layout of the instructions can benefit from improvements in terms of organisation and visual appeal.

# **Sectional Divisions**

The division of the instructions into specific sections along with the use of unambiguous headings such as 'Unpacking,' 'Clock Setup,' and 'Maintenance Tips' ensures that finding the information and following directions are straightforward.

1

#### Sequential Steps, Headings and Subheadings

- Arrangement of the instruction process in a sequential way, allows for clear user navigation (Markel and Selber, 2021), for example, start with unpacking, and conclude with maintenance or troubleshooting tips.
- Labelling sections such as 'Setup,' and 'Troubleshooting' will help users navigate and follow the instructions.

#### Flow and Transitions

- Grouping related actions and dividing sections with obvious transitions improves coherence.
- Clear transition phrases such as next, then, afterward help indicate the order of instruction providing clear user understanding (Markel and Selber, 2021).

#### **Bullet Points and Numbering**

Bullet points or numbers for each phase provide visual structure and help consumers follow

the procedure, for example a numbered list of clock-setting stages would be helpful for the user.

#### Formatting

- Maintain a professional look by formatting numbers, bullets, and spacing consistently (Markel and Selber, 2021).
- Left alignment of the text eliminates white space and enhances the reader experience.

# Writing Style, Typography and Accessibility

The instructions have a consistent font throughout; however, the document can be

improved by incorporating the techniques noted below:

#### Font Selection and Line Spacing

- Improved readability can be achieved by using a line spacing of 1.5 or 2.
- The author must take dyslexic or visually impaired readers into account when selecting font and size.

# **Bibliography**

Markel, M. and Selber, S.A. (2021). *technical communication*. 13th ed. USA: Macmillan International.