


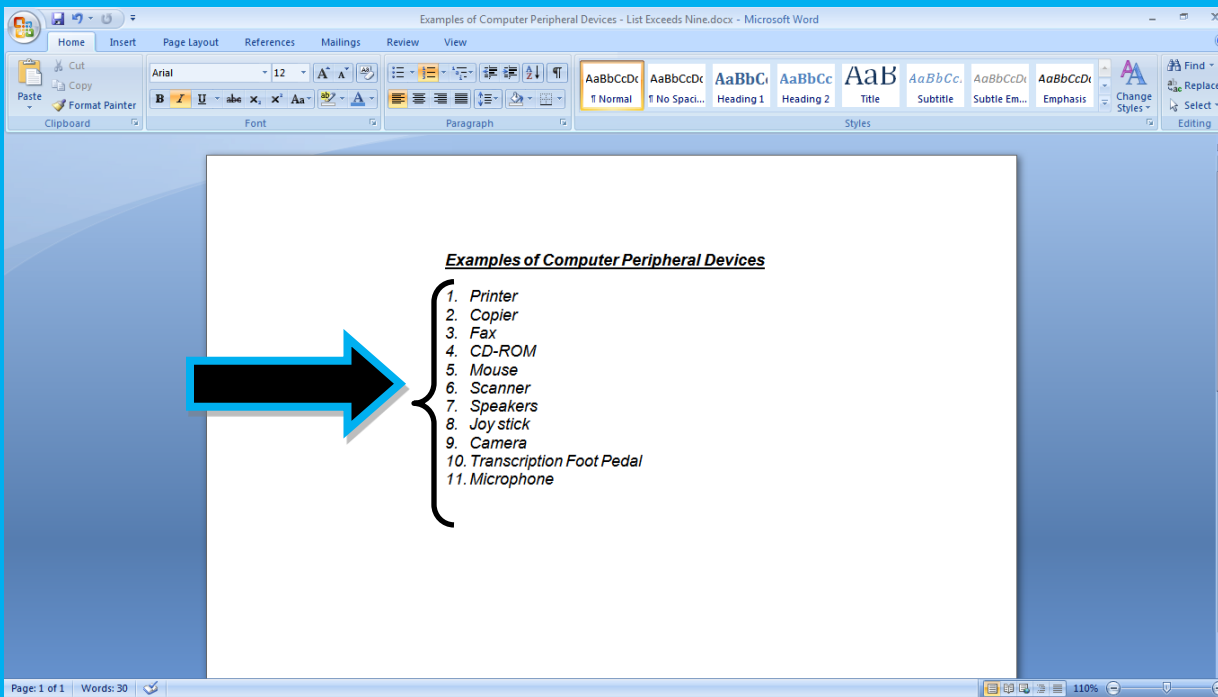


Storyboard for ESSN Technical Documentation Learning Opportunities

Module Heading	Writing Best Practices	Resource Used: Ann May; Learning Library and Standards Library
Lesson Heading	Structured Writing	
Topic Heading	Lesson Objectives	Author Sheila D. McCray, MS, CCS, CCS-P
<p><u>Onscreen text (OST)</u></p> <p>This lesson describes the procedures that you will follow for structured writing. You will learn about the goals and principles of structured writing, as well as the role of consistency, labeling and chunking information to promote single sourcing of content. Single sourcing allows you to make one version of your content, store it in one location, and reuse it multiple times for a variety of purposes. Combining these elements in structured writing allows you to improve quality, promote usability, increase productivity, and ensure overall customer satisfaction.</p>  <p><u>After completing this lesson, you should be able to:</u></p> <ul style="list-style-type: none"> ✓ Explain the goal of structured writing. ✓ Outline the categories of information pertaining to structured writing. ✓ Explain the four principles of structured writing. ✓ Apply the 5-to-9 principle of structured writing. ✓ Distinguish between reuse and repurposing. 		<p><u>Designer Instructions</u></p> <p>{Title Slide: "Writing Best Practices", Divider Slide: Lesson 1: Structured Writing; Objectives Slide: "After completing this lesson, you should be able to...", then Slide w/Subtitle Text and Image: "This lesson describes..." w/ adjacent graphic}</p>

Module Heading	Writing Best Practices	Resource Used: Ann May; Learning Library and Standards Library	
Lesson Heading	Structured Writing		
Topic Heading	The Principles of Structured Writing	Author	Sheila D. McCray, MS, CCS, CCS-P
Subtopic Heading	Chunking		

Example #2 includes 11 items of data, which exceeds the limit of 9 items established under the 5-to-9 principle.



Designer Instructions

{Title Slide: “Writing Best Practices”, Divider Slide: Lesson 1: Structured Writing; Objectives – The Principles of Structured Writing Slide: Display example #2 with screenshot adjacent to the text immediately following each example, with voiceover narration as appropriate.

Module Heading	Writing Best Practices	Resource Used: Ann May; Learning Library and Standards Library
Lesson Heading	<i>Minimalist Writing</i>	
Topic Heading	Lesson Objectives	Author: Sheila D. McCray, MS, CCS, CCS-P
<p><u>Onscreen text (OST)</u></p> <p>Minimalist writing, as the name implies, means reducing unnecessary text in your documentation. This helps readers focus on essential need-to-know information and maintain clarity while reading your content. Maintaining clarity is essential, as readers maintain different levels of comprehension. Your goal is to sharpen your communication by slimming down paragraphs that contain unnecessary words, and may potentially distract your readers.</p> <p><u>After completing this lesson, you should be able to:</u></p> <ul style="list-style-type: none"> • Define the concept of minimalism as it applies to writing best practices. • Explain the principles of minimalism as applied to writing documentation. • Outline the steps involved in the action-oriented approach to minimalist writing. • Explain the factors involved in supporting real tasks when writing using a minimalist approach. 		<p><u>Designer Instructions</u></p> <p>{Divider Slide: Lesson 2: Minimalist Writing; Objectives Slide: “After completing this lesson, you should be able to...”, then Slide w/Subtitle Text and Image: “Minimalist writing, as the name implies, means reducing unnecessary text...” w/ adjacent graphic}</p>

