

TRAINING PRESENTATION ASSIGNMENT

Training Definition

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Training often involves a process description presents a chronological sequence of steps that explain how something is done, how something happens, or how readers can do something.

Generally, we can classify training description into two types:

- **Instructional or directional training.** This training process offers instructions or directions that readers can follow to duplicate the process. Examples of this training include how to give an injection, how to shoe a horse, or how to install a window.
- **Informational or mechanical training.** This process explains the way something happens so the reader can understand the steps and the result more clearly but is not necessarily intended for the reader to duplicate. Examples of this training include how a bill becomes a law, how political events affect the price of gold, or how a computer's central processing unit functions.

Objective

Objective

Describe an instructional or informational training process associated with your career.

How to Do Something

Instructional Process Organization

Consider the following outline for the instructional or directional training process.

- I. Introduction
 - A. What is the process?
 - B. Who performs the process?
 - C. Why is this process performed?
 - D. What are the principal steps in this process?
 - E. From what point of view is this process being considered?
 - F. Why is this process being described?
- II. Equipment and Materials
- III. Step-by-step description of action.
- IV. Conclusion (optional)

Guidelines

Guidelines

- Number each step.
- State only one action per number.

Guidelines

- Use imperative voice.
- Explain unusual effects.
- Give important rationales.
- Refer to visual aids.
- Make suggestions for avoiding or correcting mistakes.
- Place safety cautions before the instructions.

How Something Works

Informational Process Organization

Consider the following outline for the informational or mechanical process.

- I. Introduction
 - A. Define the process
 - B. Explain principles of operation or give examples
 - C. Preview main steps in the process

- II. Describe process
 - A. Main step one
 1. Define the step's goal
 2. Add necessary background material
 3. Present details of action
 - B. Main Steps

- III. Conclusion (optional)

Guidelines

Guidelines

- Create a flowchart mapping out the principal parts of the process.
- Assess audience's level of knowledge.
- Provide clear examples to explain difficult concepts.
- Label each step of the process.
- Explain significance of each step of the process.
- Refer frequently to flowchart.

Flowcharts

Flowcharts

Flowcharts commonly use symbols to represent specific information.

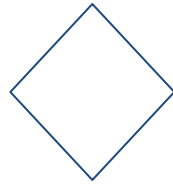


One step in the process; the step is written inside the box. Usually only one arrow goes out of the box.



Direction of flow from one step or decision to another.

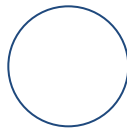
Flowcharts



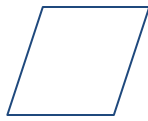
Decision based on a question. The question is written in the diamond. More than one arrow goes out of the diamond, each one showing the direction the process takes for a given answer to the question. (Often the answers are “yes” or “no.”)



Delay or wait.



Link to another page or another flowchart. The same symbol on the other page indicates that the flow continues there.



Input or output.



Document



Alternate symbols for start and end points.

Checklist

Checklist

- Do you have a strong, developed introduction?
- Do you orient the reader?
- Do you orient the reader throughout the process?
- Do you describe each step in the process in detail?

Checklist

- Are your visuals meaningful?
- Do you number or label each step in the process?
- Is your writing clear?

Resources

Resources

- Riordan, Chapter 10, “Describing”
- Riordan, Chapter 11, “Writing the Set of Instructions”