

Grade 7 Literacy  
Week of December 7 – December 11

**Lesson 5: Creating a Product User Manual**

Have you ever tried to figure out a new gizmo only to get completely confused by the manual? Isn't it frustrating? In this section, you will be on the other side of things. You will be the one creating the manual, so it's important you make things simple, clear, and complete.

One of the trickier parts in writing a product user manual is the instructions. If you don't get them just right, people may be confused or frustrated.

**Tips for writing clear instructions:**

1. Write in simple, easy-to-understand language.
2. Don't assume your audience knows ANYTHING about your product. Explain everything to them.
3. Divide your instructions into steps that can be easily followed.
4. Make sure your instructions are task-oriented. They tell the user what to do.



**Writing Your Product User Manual**

It's now time to start writing your product user manual for the product you've invented and are creating an advertisement for. Your goal is to create something that is clear, organized, and easy to understand.

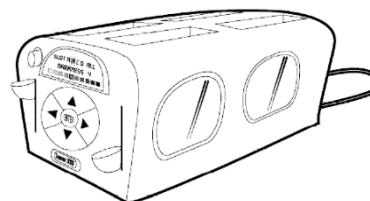
When you are finished, your manual will contain:

- a **cover page** with a picture of the product, its name, and the title *Product User Manual*.
- a **table of contents** listing the sections of the manual with their page numbers.
- a brief written **summary** of the product.
- a **labeled illustration** of the product.
- detailed **written explanations** of the product's parts and features.
- **step-by-step instructions** on how to use the product.

Completing your product user manual will take some time. First you will write a draft. Then you will revise it so it reads better. Then you will edit and proofread your manual to correct any errors in grammar and spelling.

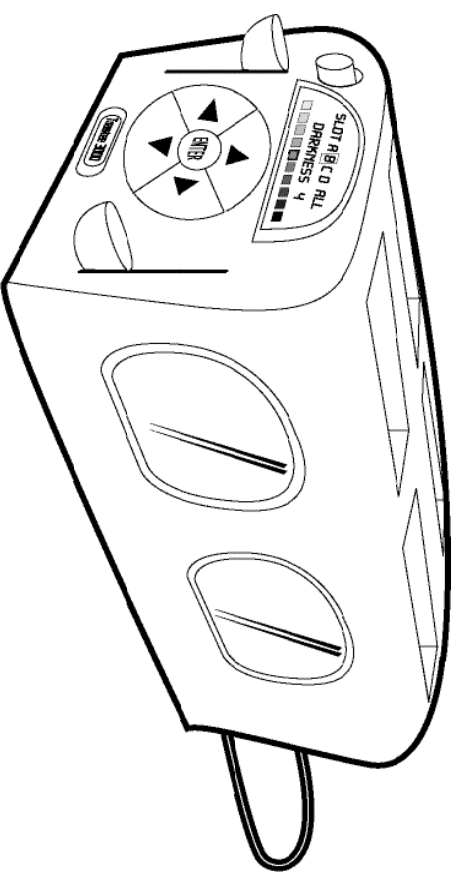
Look at the following pages for an example of a user manual.

Then, write your first draft of your manual.



# Toastee 3000™ Digital Toaster

## User Manual



**Toastee 3000™**  
**Digital Toaster**

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## About the Product

The **Toastee 3000™ Digital Toaster** makes up to four slices of evenly cooked toast in just seconds. The **Toastee 3000™** has individual heat zones, so each slice can be cooked at a different temperature for customized toast.

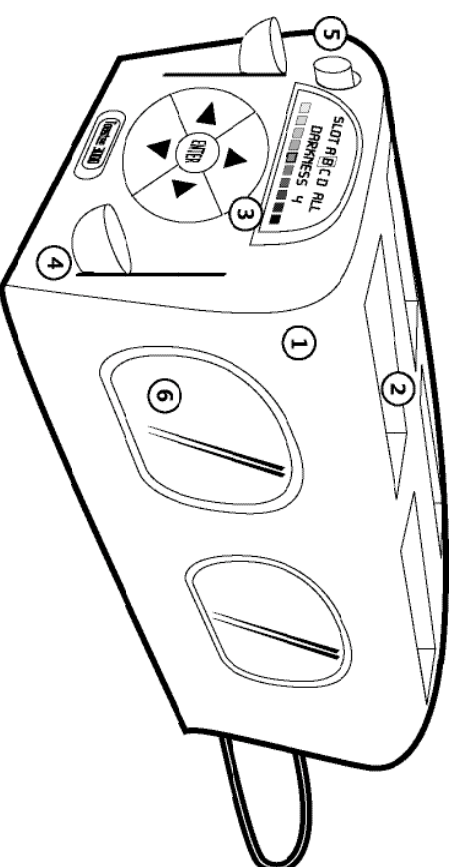
Now everyone in your family can enjoy their toast exactly the way they like it!

## Product Description

- ① Stainless steel design: The **Toastee 3000™** is made from premium stainless steel that never needs to be cleaned. It is also cool to the touch, even immediately after use.
- ② Toast slots: Extra wide slots fit even the widest bread and bagels.
- ③ Programming dial and digital operating display: Allows you to individually program the temperature and darkness levels for each slice of toast.

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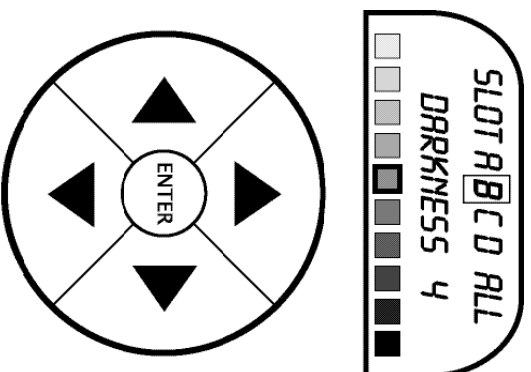
- ④ Automatic handles: As soon as you program your toast settings, your bread or bagel automatically plunges into the toaster.
- ⑤ Shut-off button: Simple push-button that allows you to end your toasting cycles early if you wish.
- ⑥ Glass viewing panel: Heat-resistant see-through glass panel that allows you to watch your bread or bagel as it toasts.



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## Operating Instructions

1. Plug the toaster cord into a standard electrical outlet.
2. Place the first slice in Slot A. Place the next slice in Slot B, then Slot C, etc.
3. Use the programming wheel to program the individual toast settings.:



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- (a) Slot A should appear automatically on the digital display. If it doesn't, scroll through the Slot List with the Up and Down buttons on the programming wheel. Push the Enter button in the middle of the programming wheel to select Slot A.
- (b) The Toast Setting display should now appear. Use the Left or Right buttons to choose the toast darkness you prefer. Push the Enter button in the middle of the programming wheel to select this toast darkness for Slot A.

- (c) Repeat Steps (a) and (b) for the additional slots.

Note: If you want all of your slices to toast the same, select ALL from the Slot List, then set your darkness in the Toast Settings display.

*WARNING: Keep this toaster away from water or wet surfaces. Electrical shock or death may occur.*

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