

What is it?

Just to get to know each other, this introductory exercise is about the importance of providing an overall picture of a procedure with clear instructions and/or descriptions. Good instruction, however, needs to be put into a context.

First, introduce yourself to the class with who you are, what you do, and where you're from. **POST YOUR PERSONAL INTRODUCTION** to the "Instruction" board under the "Discussions" menu item on the left of your screen. You may view an introduction to me at www.jonathanhughes.com

Second, read the very clear description of a procedure on the next page. If you recognize the description, E-MAIL me with your answer. **DO NOT POST YOUR ANSWER**. You may work independently or in groups (which I recommend), but make sure you first introduce yourself to the class with information about who you are, what you do, and where you're from. **Extra credit** will be applied to the persons and/or groups who figure it out.

At the end of day on Wednesday, I'll post the solution. Have fun!

The Procedure

The procedure is actually quite simple. First you arrange things into different groups. Of course, one pile may be sufficient depending on how much there is to do. If you have to go somewhere else due to lack of facilities that is the next step, otherwise you are pretty well set. It is important not to overdo things. That is, it is better to do too few things at once than too many. In the short run this may not seem important but complications can easily arise. A mistake can be expensive as well. At first the whole procedure will seem complicated. Soon, however, it will become just another facet of life. It is difficult to foresee any end to the necessity for this task in the immediate future, but then one can never tell. After the procedure is completed one arranges the materials into different groups again. Then they can be put into their appropriate places. Eventually they will be used once more and the whole cycle will have to be repeated. However, this is part of life.



