

Grade 10 - E7 Functional Documents

A functional document is a document that exists in order to get things done, usually within a relatively limited setting such as a social club, a business, an office, a church, or an agency. These often take the form of memoranda, letters, instructions, and statements of organizational policies. Functional documents require that particular attention be paid to issue of layout, presentation, and particularly to audience and the way different audiences will interact with the documents.

E7a The student identifies strategies common to effective functional documents, including:

E7a.1 visual appeal, e.g. format, graphics, white space, headers;

E7a.2 logic of the sequence in which the directions are given;

Examples of activities through which students might provide evidence of critiquing functional documents include:

- Analyze a manual.*
- Analyze a contract.*
- Evaluate a loan application.*
- Critique tax documents.*

E7b *The student creates functional documents appropriate to audience and purpose, in which the student:*

E7b.1 reports, organizes, and conveys information and ideas accurately;

E7b.2 includes relevant narrative details, such as scenarios, definitions, and examples;

E7b.3 anticipates readers' problems, mistakes, and misunderstandings;

E7b.4 uses a variety of formatting techniques, such as headings, subordinate terms, foregrounding of main ideas, hierarchical structures, graphics, and color;

E7b.5 establishes a persona that is consistent with the document's purpose;

E7b.6 employs word choices that are consistent with the persona and appropriate for the intended audience.

Examples of functional documents include:

- A summary of a meeting.*
- A manual.*
- A proposal*
- A set of instructions.*
- A recommendation.*
- A web site.*