

Grade 12 - 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 issues of layout, presentation and particularly to an audience and the way different audiences will interact with the documents.

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

- A resume.*
- A job/college application.*
- A web page.*
- A performance evaluation.*

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

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

E7a.3 point out possible reader misunderstandings and misconceptions;

E7a.4 purposeful composition and the precision of the content and language;

E7a.5 validity of desired outcomes and implications.

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

- Analyze a manual, program, memorandum, policy, or set of instructions.*
- Analyze a contract (e.g., truth in lending).*
- Evaluate a loan application.*
- Critique tax documents.*
- Create an advertisement with peer review.*
- Create a web site to serve as a functional document with peer review.*

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 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.*