

Grade 9 - 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, and headers;

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

E7a.3 point out possible reader misunderstandings and misconceptions;

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

- Analyze a manual.*
- Analyze a contract.*
- Review a loan application/bank statement.*
- Examine tax documents.*
- Evaluate advertisements.*
- Critique web sites.*

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 consistent and appropriate word choices.

Examples of functional documents include:

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