

## Describing a Tool or Piece of Equipment

*Explaining an Essential Tool/Piece of Equipment to Someone Outside of Your Technical Area*

**Project Summary:** Professionals in all career and technology areas must master the use of many tools and pieces of equipment. There will be times when you must introduce a novice to this equipment. Select a tool or piece of equipment that is essential to your technical area. In a three paragraph essay, include a physical description of the object and its parts, its various uses and safety requirements, and any recommendations about its care, maintenance, or storage.

**Purpose:** Your purpose is to be informative and practical. You want to be clear, thorough, and helpful with your information.

**Writer's Role:** You are writing as yourself, a career and technology student who uses this tool or piece of equipment. You want to give valuable information to someone outside of your technical area.

**Audience:** You are writing for other students who are not in your technical area, perhaps those students who might decide to take an exploratory class and wish to learn more about your particular tool or piece of equipment.

**Form:** This will be a three-paragraph essay that describes the particular tool or piece of equipment you have chosen.

### Focus Correction Areas:

1. Physical description, size, power source (including an illustration or drawing) \_\_\_\_ points
2. Specific uses, directions, safety \_\_\_\_ points
3. Care, maintenance, storage \_\_\_\_ points

**Procedures:** Before writing your description, you will complete several activities.

- ✓ In a small group, brainstorm with classmates about the tools or pieces of equipment used in your occupational area or lab.
- ✓ Complete a Type One piece of writing by listing these tools or pieces of equipment on a piece of paper or card.
- ✓ Select one tool or piece of equipment that you wish to describe in detail.
- ✓ Complete the Focus Sheet called, "Describing a Tool or Piece of Equipment" by providing details in each column provided.
- ✓ Using this Focus Sheet, draft your essay. Due date: \_\_\_\_\_.
- ✓ Read your draft in a one-foot voice; make any changes that you believe will improve your essay.
- ✓ Work with a partner to get feedback on your essay. Double-check for your FCAs to make sure you have provided all the details needed.
- ✓ Write a second draft with all of your improvements.
- ✓ Due date: \_\_\_\_\_.