

Directions for Major Assignment #3: Instruction revision ENC 3241

Your Task:

In this assignment, you will write a brief report in memo format in which you compare the differences between two different sets of instructions. Both instructions are addressed to the same audience, but the second is a substantially revised version of the first document.

In your 400-500-word report, your task is to explain what it is about the second document—the revision “(Revised) Compensation for Job-Related Disabilities”—that makes it clearer than the first document “(Original) Workers’ Compensation Pamphlet.” Both are included at the end of this assignment.

Required Components:

- Your report should be 400-500 words long. Include a word count in parentheses at the end of the report.
- Use a memo header for your report, as you did for the abstract assignment (but change the “Re:” field to the appropriate topic). Single-space your text.
- You should write the memo as if you are writing to an executive in Fitch Manufacturing recommending one set of instructions over the other and then briefly explaining your reasoning. You might also suggest further revisions, if you think they are warranted.
- Use in-text and end of paper references in MLA format to support your analysis. This can just be the textbook from our class. Your grade will be higher if you show that you can use what we have been working on in our class to inform your analysis. The end of paper reference should not be included in your word count.
- Be concrete. For example, quote the specific word or phrase that is not working well in one of the documents and then quote the word or phrase used in the clearer document that is used to convey the same meaning.
- You should explicitly consider the audience and the context in which the audience will read the instructions.
- You should also focus on the basics of good writing as it relates to target audiences. Is the language clear in terms of word choice or diction? For whom is it clear?
- Submit the assignment as pdf, doc, or docx attachments through Webcourses by the appropriate due date and time.

Background Details about the Audience:

Both sets of instructions were written for employees at Fitch Manufacturing to receive worker’s compensation. As such, you can assume that the people who will need to read and understand these documents are non-specialists in the topic area. Many of them would be workers who might not have chosen to go to a university or they might not have had the privilege to do so. However, even those working for Fitch Manufacturing who are professionals with college degrees (e.g., accountants, engineers, information technologists, business managers, and salespeople) might also be considered non-specialists when it comes to this particular kind of document because they may not be well-versed in worker’s compensation. However, even though they are non-specialists, you also do not want to talk down to them either. Obviously, this is an imaginary audience for you, but you can make an educated guess about what kinds of information they will know and what they will not know. You should also think about the context in which they would be accessing this information.

Directions for Major Assignment #3: Instruction revision
ENC 3241

How to start and Invention Questions:

Read through the instructions at the end of this assignment prompt (after the rubric). The first one is the original document, titled, “(Original) Workers’ Compensation Pamphlet.” The second is the revised version. It is titled “(Revised) Compensation for Job-Related Disabilities.”

After reading the original document, ask yourself about your experiences trying to understand the original set of instructions.

- Is it easy to figure out just what is available to an injured employee? What do you not understand and why?
- I also encourage you to think about the context and situation here. How might someone feel when they are reading this document? Would they be stressed?

Then, read the revised document.

- Does the second document make it clearer? Why or why not?
- Is the organization of each document appropriate?
- Do the topic sentences and/or the way that the information is broken up better aid readers in the second version?
- What is included in the second version that is not included in the first version and why?
- How does the second version demonstrate that it has been written for a group of people who are not specialists in the area of compensation policy?
- Is there anything in the first version that is ineffective or nonessential?
- You might also address why it is the ethical responsibility of an employer to present such important information with clarity.

Directions for Major Assignment #3: Instruction revision
ENC 3241

Grading:

Criteria	Ratings					Pts
Audience Consideration That you have thought about the needs of the non-specialist audience and how each document meets those needs or does not meet those needs	3 pts Full Marks	3 to >2.0 pts Meets most expectations	2 to >1.01 pts Fair Meets some criteria	1.01 to >0.0 pts Meets few expectations	0 pts No Marks	3 pts
Concrete and Specific Examples That you are specific and use concrete evidence from the example texts. This includes quotes that are introduced and explained.	3 to >2.25 pts Full Marks	2.25 to >1.5 pts Meets most expectations	1.5 to >0.75 pts Fair Meets some criteria	0.75 to >0.0 pts Meets few expectations	0 pts No Marks	3 pts
Analysis and Application That you can apply the concepts from the textbook about writing clear instructions to concrete evidence.	3 to >2.25 pts Full Marks	2.25 to >1.5 pts Meets most expectations	1.5 to >0.75 pts Fair Meets some criteria	0.75 to >0.0 pts Meets few expectations	0 pts No Marks	3 pts
Formatting and Mechanics That you use academic English, correctly use a memo format, correctly cite sources in MLA, and stay within the specified assignment length	3 to >2.25 pts Full Marks	2.25 to >1.5 pts Meets most expectations	1.5 to >0.75 pts Fair Meets some criteria	0.75 to >0.0 pts Meets few expectations	0 pts No Marks	3 pts
Total Points: 12						

(Original) Workers' Compensation Pamphlet

The Pennsylvania Workers' Compensation Law provides compensatory payments to employees for disabilities that are related to employment. The law defines benefits that are intended to cover most of the employee's resulting economic loss, to provide income benefits to survivors, and to cover medical expenses. The law also requires Pennsylvania employees to have insurance (or to be self-insured) for these liabilities. Therefore, Fitch Manufacturing provides benefits for injuries or disease resulting from work at Fitch Manufacturing under a workers' compensation and employer's liability policy with the Pennsylvania Manufacturers Association Insurance Company.

Workers' Compensation benefits are of two kinds: (1) cash benefits including income benefits for temporary or permanent disabilities, impairment benefits for partial (scheduled) disabilities, and (2) income benefits for survivors in cases of fatalities. There is a seven-day waiting period for income benefits. However, if a disability lasts longer than fourteen days, income benefits are then paid retroactively to the date of the injury. The income benefit in Pennsylvania is set at $66 \frac{2}{3}$ percent of the disabled employee's wages. The law also designates minimum and maximum weekly payments based on the claimant statewide average weekly wages (the current minimum is \$400 per full week and the maximum is \$900 per full week). Medical benefits are not limited in any way by Pennsylvania law for a work-related injury or occupational disease; medical benefits begin immediately.

The Pennsylvania law also establishes a time limit within which injuries or occupational diseases must be reported to any employer. Under this provision, compensation will be paid based on the date of the injury only if the injury is reported to Fitch Manufacturing within 21 days of its occurrence. After 21 days, compensation will begin based on when the report is made. The law bars compensation for any injury or disease reported more than 120 days after the occurrence, and it bars all claims in three years after the injury, death, or last compensation payment. It is important, therefore, to be sure that the reporting requirements described in the section on safety policy are observed in the event of any work-related injury or illness.

Fitch Manufacturing bears the full cost of this benefit.

(Revised) Compensation for Job-Related Disabilities

If you are disabled by injury or illness caused by your job, Fitch Manufacturing will pay Worker's Compensation benefits as follows:

1. All related medical expenses.

2. Income as follows:

- If you are off work for one week or less, you will receive no payment.
- If you are off more than one week but less than three weeks, you will be paid a portion of your wages for the total number of days missed minus the first five work days.
- If you are off more than three weeks, you will be paid a portion of your wages for all of the days of work missed.

The portion that you will receive is $\frac{2}{3}$ of your gross wages, and you can receive no less than \$400 per week and no more than \$900 per week for each full week you qualify for compensation (see example below).

3. A monthly benefit or lump sum settlement if the injury or illness results in partial or total permanent disability (even if you are able to return to work). Fitch Manufacturing will decide which method of payment (monthly benefit or lump sum) you will receive.

4. Payments to your survivors if the injury or illness results in your death.

Deadline for Filing

In order to receive full compensation, your claim must be filed with your immediate supervisor within 21 days of the injury or illness. If a claim is filed between the 22nd and the 120th day, however, compensation will be based on the date that the report was filed on instead of the date of the injury or illness. Compensation will not be paid if a claim is filed more than 120 days after the injury or illness.

Example

If your gross wages (wages before taxes) is \$600 per week, $\frac{2}{3}$ of your wages is \$400 per week. This amount is between \$400 and \$900, so this amount (\$400) is the amount that you would be paid for each full week you are eligible for benefits. If you are eligible for only two days of benefits, you would receive \$160 ($\$400/\text{wk} = \$80/\text{day}$; $\$80/\text{day} \times 2 \text{ days} = \160).