

UNIT: UKULELE

ACT-BASED WRITING: TECHNICAL WRITING – HOW TO ASSEMBLE A UKULELE

OBJECTIVE:

Write a **step-by-step instruction manual** for assembling a ukulele.

ACT SCORE TARGET: 29-36

STUDENT DIRECTIONS:**Goal:**

Write a clear, step-by-step instruction manual for assembling a ukulele using effective technical writing skills.

Step 1: Understand the Goal

Your task is to write a beginner-friendly instruction manual that guides someone through the complete process of assembling a ukulele kit.

You should focus on clarity, order, and technical accuracy—like the instructions that come with IKEA furniture or science lab kits.

Step 2: Break Down the Assembly Process

Examine the parts of a ukulele kit. Identify the typical components:

- Body (soundboard, sides, back)
- Neck
- Fingerboard
- Bridge
- Tuning pegs

- Strings
- Screws or glue

Create an outline of the main steps in logical order. Example:

1. Sanding the wooden parts
2. Attaching the neck to the body
3. Installing the bridge
4. Mounting the tuning pegs
5. Stringing the ukulele
6. Tuning the strings
7. Testing the sound

Step 3: Write Instructions Using Best Practices

Now, turn your outline into bullet-pointed instructions using technical writing principles:

- ✓ Use precise verbs (e.g., align, fasten, tighten)
- ✓ Keep instructions short and direct (1–2 sentences each)
- ✓ Use numbered steps for clarity
- ✓ Include safety tips or troubleshooting ideas (e.g., “If the strings buzz, check the neck alignment.”)
- ✓ Avoid vague or overly casual language

Example Step:

4. Install the tuning pegs

Insert each peg into its hole on the headstock. Tighten the screws securely with a small screwdriver. Make sure each peg turns smoothly.

Step 4: Add Troubleshooting & Tips Section

At the end of your manual, include 2–3 tips to help a beginner avoid common mistakes.

Examples:

- “If your ukulele sounds muted, double-check the string tension.”
- “Do not overtighten screws or tuning pegs, as this can crack the wood.”
- “Use painter’s tape to keep the bridge aligned while the glue dries.”

Step 5: Review & Edit for Precision

Use the ACT English writing checklist to refine your work:

- Is each step logical and complete?
- Are your instructions concise and clear?
- Did you avoid redundancy or overly complex sentences?
- Are your verbs strong and specific?

Ask a peer to test your instructions (if possible) and give feedback.

ACT-STYLE QUESTION:

- What is the **most effective way** to write a clear step-by-step assembly guide?
 - A. Use bullet points and simple instructions
 - B. Write in paragraph form with long descriptions
 - C. Include irrelevant historical context
 - D. Assume the reader has prior knowledge of woodworking