

Word Count  
Full Name  
Hour #  
Module Name  
Day 5 CrWr  
Date

http(s) copied and pasted from the internet --paragraph FOUR below

- 1 **Remember to SAVE TO YOUR FILE LOCKER!**
- 2 Right-align and single-space the **seven-line heading** - - like the one above
- 3 Double space the **five paragraphs** of your paper. Hint: Go to the menu bar to Format > Paragraph >Line Space>Double Space.
- 4 Edit your rough draft on the computer. Do a spell check too. Print out your rough draft.
- 5 Have another person edit your rough draft and write "Edited by \_\_\_\_\_" on the first page of the rough draft.
- 6 Make corrections on the computer according to the edited draft (those items with which you agree).
- 7 Go to Tools in the Menu Bar >Word Count. **Type** the word count on the final copy as shown in the heading above.
- 8 Print out and proofread your final copy. Staple final copy on top of rough draft.
- 9 Show paper to instructor and then place your assignment in your folder in the 2nd drawer of the tan file cabinet.

(500 words A; 400 words B; 300 words C)

**Scenario:** The LMJ Group has been in the Lawrence family for 45 years. While they design and build technologically advanced office buildings, not all the senior partners have adopted CAD. Jack Lawrence, who only knows how to use a drafting board, has asked for your help. "Get me up to speed on CAD," he said. "The Company has just purchased a new computer system and would like to move the hand drafting operations to CAD." Mr. Lawrence expects you to be their consultant and help him draft a multi-view project using a CAD system. From your knowledge of Auto Sketch, and the capabilities this CAD program has, you are to develop a two-part plan. First, you'll describe the benefits of using CAD to complete a multi-view drawing using Auto Sketch. In part two, you'll list the procedures that would allow a rookie like Mr. Lawrence to figure out Auto Sketch.

Remember that this is only a WRITTEN SUMMARY of how you would explain the capabilities of Auto Sketch.

- 1<sup>st</sup> Paragraph:** Write an Introduction by explaining the above scenario in your own words.
- 2<sup>nd</sup> Paragraph:** Write a description of the benefits of CAD, especially for multi-view project drawings.
- 3<sup>rd</sup> Paragraph:** Write general instructions for using the program using vocabulary from your module. (different types of bars, snap to grid, how to print, etc.)
- 4<sup>th</sup> paragraph:** Go out to the Internet and research words pertaining to your critical writing; include what you have found (IN YOUR OWN WORDS).
- 5<sup>th</sup> Paragraph:** Write a closing summary of at least 3 sentences.