

Name: _____

Date: _____

How To Essay

Now that you have a topic selected it's time to get started planning your How To essay. Please look over the directions on this page for a project timeline and how to begin.

How To Essay Steps and Due Dates

- Read through this packet and return in with a parent signature. **Due, February 21st.**
_____ (teacher's initials)
- Fill out the **Planning Web** and **Sequence Chart**, pages 2 and 3 of this packet. **Due February, 25th.** _____ (teacher's initials)
- Complete the **Rough Draft** on pg. 4 of the packet. You can attach extra paper if needed. **Due, March 4th.** _____ (teacher's initials)
- Revise your Rough Draft on pg. 5 and 6 of this packet. **Due, March 8th.**
_____ (teacher's initials)
- Proofread your essay, using pg. 7 of this packet. Have your parents read it too and give feedback. Parent initials _____. Once your parent has proofread and you have made final corrections, you will type your final copy of your How To Essay in Google Classroom.
- Final Copy due, **March 13th.**

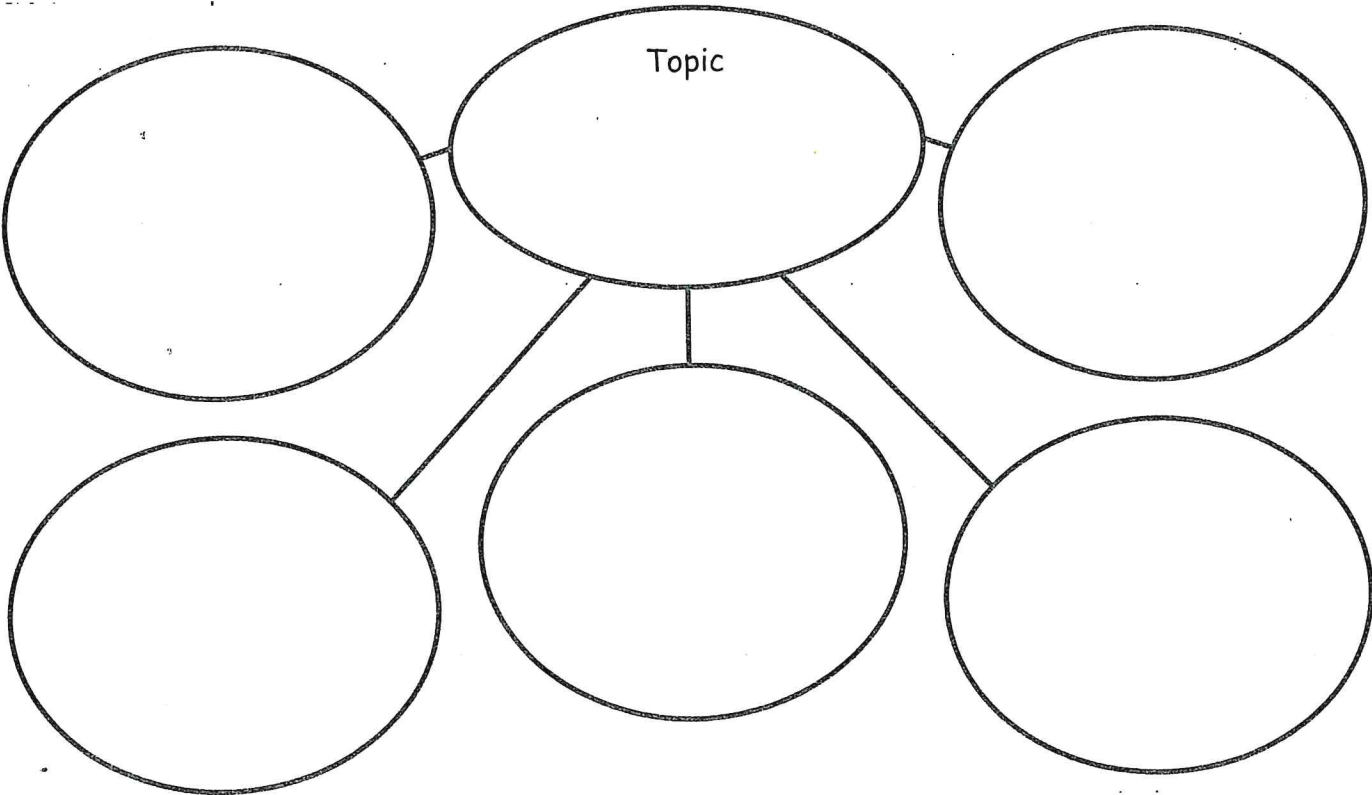
How To Video

Once the essay is complete, you will film a video of yourself working through the steps of your How To Essay. Please see the attached "How To Video Tips" for more information.

I have read this packet and understand the directions _____
(student signature)

I have read through this packet with my child _____
(parent signature)

Fill in the idea web below to plan out what you want to include about your topic in your How To essay. You will take these ideas and expand them into steps on the next page.



Lesson 3 The Writing Process: How-to Instructions

Now, it is time to focus on putting ideas in order. Think about the process you are about to explain. Assume that your audience has never done this before; you need to start at the very beginning. Use the sequence chart on this page to list the important steps in your explanation. Don't worry about details at this time. Just be sure to list the main steps in the correct order.

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Lesson 3 The Writing Process: How-to Instructions**Revise**

Most writers feel that revising is much more difficult than writing the first draft. Try to reread your work with fresh eyes. Answer the questions below about your draft. If you answer “no” to any of these questions, those are the areas that might need improvement. Feel free to make marks on your draft so you know what needs more work. It is usually helpful to make revision notes with a different colored pen or pencil. Ask a friend to read your draft and answer the questions, too.

- Did you explain how to do something from beginning to end?
- Did you include all of the steps in order?
- Did you include time-order words to make the sequence clear?
- Did you use direction, position, and/or transition words to make your details clear?
- Did you use good describing words so your readers can “see” what they are supposed to do?
- Did you keep your audience in mind by asking yourself what they might already know or what they need to know?
- Did you include a heading or title so readers know what they are reading about?

Now, think about cause-and-effect relationships. Recognizing causes and effects helps readers understand what they are reading. The words *so*, *because*, *therefore*, and *as a result* may signal a cause-effect relationship. Here is an example:

Fold the paper in half. Press the fold firmly so the crease is sharp. Fold the paper in half the other way. Again, make a sharp crease, and unfold. Fold the paper in half diagonally, first between two corners, then between the other two. Unfold all folds. As a result, your paper should have a star-like pattern on it.

Look back at your draft and think about cause-and-effect relationships. Are the causes and effects clear? Do you need to add signal words to make them more clear?

Concluding statements help the reader know she or he is finished with the instructions. Here is an example:

Now that you have nailed all the roof boards in place, your bird feeder is ready to hang up in a tree.

Look back at your draft. Do you have a concluding sentence?

Lesson 3 The Writing Process: How-to Instructions

Proofread

Now is the time to correct those last little mistakes. You will be a better proofreader if you look for just one kind of error at a time. Read through once for capital letters. Read again for end punctuation. Read a third time for spelling errors, and so on. Use this checklist to help you as you proofread your instructions. Ask a friend to proofread your writing and use the checklist, too.

- ___ Each sentence begins with a capital letter.
- ___ Each sentence ends with the correct punctuation (period, question mark, or exclamation point).
- ___ Each sentence states a complete thought.
- ___ All words are spelled correctly. (If you're not sure, check a dictionary.)

Use standard proofreading symbols as you proofread your own revised instructions.

- $\overset{C}{\underline{\underline{c}}}$ capitalize this letter.
- Add a missing end mark: \circ ? !
- Add a comma \wedge please.
- Fix incorrect or misspelled words.

As you proofread, remember to read your writing out loud, even if there is no one to listen. When you read, you may hear mistakes or awkward spots that you did not see.

Publish

Write a final copy of your instructions on separate sheets of paper or make final changes to your computer document. Write or type carefully so there are no mistakes. If you would like, include a graph, chart, or diagram to enhance your instructions and make them easier to follow. Share your instructions by reading them out loud to an audience while performing a demonstration.

Please follow the tips below when filming your video of your How To Writing Assignment. Videos should average around 5 minutes in length. A little longer or a little shorter than this is fine but try to keep it around 5 minutes.

1. Have the steps for your "How To" written out somewhere in sequential order. You will follow these as you film. Do not read your whole essay in your video please.
2. Set aside a specific time to film. You need to schedule this at a time that works for your family. Don't wait until the last minute.
3. Have all of your materials gathered and ready to go before you start filming so you don't have to stop and start over. You are encouraged to use props.
4. Don't film every single part of your "How To" process. For example, if you are writing the steps on how to bake a chocolate cake, we don't need to see a video of the cake baking in the oven for 40 minutes. Instead, have a cake you've already made or purchase at the store to show at the end of your video as an example of your finished product.
5. Speak loudly, clearly and make eye contact with the camera often.
6. Practice before you film! Yes, practice! You need to have what you are saying polished and ready to go before you start filming. Realize you may need more than one take to get the best result possible.
7. Have a parent or another trustworthy adult hold your iPad while you film. You only have

2 hands right?



8. When you are finished and satisfied with your video, attach it to the assignment in classroom and turn it in with your writing.