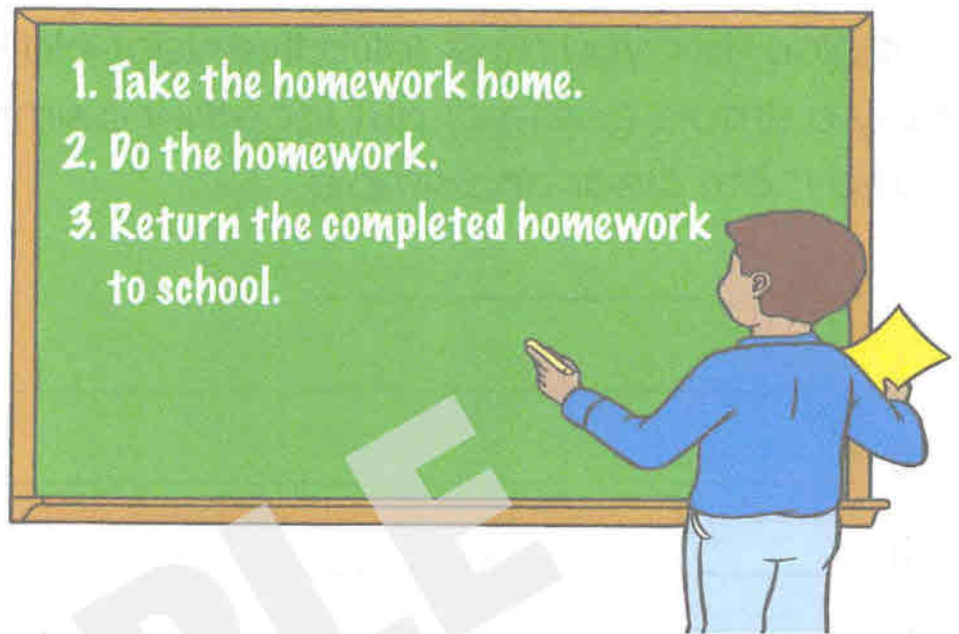


Lesson 4 How to Do It

A process is a series of actions that lead toward a goal or product. You do processes every day. Getting up and going to school is a process. Eating your lunch is a process. Even picking teams for a game at recess is a process.

Mr. O'Malley says, "Homework is a process." Here are the three steps that Mr. O'Malley listed on the board:



The steps Mr. O'Malley listed tell about a simple process. Other processes have more steps and require a little more thought. They might also require instructions. When you follow instructions, you know that you must do them in order. When you write instructions, you must write them in order, just like Mr. O'Malley did.

The first step in telling how to do a process is to list the steps in order. Think of something simple, such as making your bed or feeding a pet. What steps are there? In what order should they be done? Write them below.

How to _____

1. _____

2. _____

3. _____

4. _____

5. _____

Lesson 4 How to Do It

Remember your audience when writing. Who might read your instructions? Do they know a lot about the topic? Or, might some of the words or ideas be new to them? How much explaining must you do?

Imagine that you must tell a five-year-old how to do something, such as play a simple game or put together a simple snack. List the steps here. Keep them clear and simple.

How to _____

1. _____
2. _____
3. _____
4. _____
5. _____

Read your two sets of instructions above and on Page 67 again. Is everything very clear? Did you use action words and describing words that say exactly what you mean? For example, if you told how to make a bed, did you say, "Pull the sheet up"? Would it be better to say, "Pull the sheet up tight"?

Find places where you might add details or change plain words to more clear words. Choose several steps that you can make better. Rewrite them here.
