

**Teach Someone Your  
Special Talent:**  
"How-To" Writing with 826  
New Orleans

Author: \_\_\_\_\_  
(your name)



# What's Inside?

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Inside you will find a step-by-step guide for writing a “How-To” Guide.

Before you start remember:

1. It's okay if you don't know how to spell a word.
2. If you don't have an idea right away, don't give up. Just come back to it later.
3. Write from your heart! There are no bad topics. Write about what you love to do!

Now let's get started! We can't wait to read what you write.

# What is How-To Writing?

The steps or directions for doing something.

It Has ...

A list of materials

Steps

Helpful pictures

# Example of "How-To" Writing

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The following "How-To" was written by a 3rd grade student that attends 826 New Orleans After School writing program.

## How to Be a Teacher By Markia Jones

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When you were a kid did you want to be a teacher? Well, here's the steps to becoming a teacher.

You will need:

Classroom  
Whiteboard  
Desks  
Chairs  
Markers  
Papers  
Students

First, you need to go to college then teacher school so you can be a better teacher for your students.

Next, you need to start teaching your students. Give them simple directions and steps. Make sure they know what they're doing. And make sure you're nice but if they have a bad attitude or behavior they will get consequences. An example of a consequence is strikes/warnings because if they make a mistake they can fix it. You shouldn't be hard on your students, you should take their mistakes and fix them.

Finally, you give your students second chances and next year you check on them and when they turn that mistake around they can visit you with their classmates and they can show the smaller kids

# What do you know how to do?

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## At Home

Ex: Make a Poptart

## At School

Ex: Read a book

## Outside

Ex: Kick a soccer ball

## Other

Ex: Be a good friend

Now that you've  
written out all of  
the things you know  
how to do, pick a  
topic and use the  
following pages to  
teach someone else  
how to do it.

# Transition Words

help the reader know what order to do things in

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## **Beginning**

First,  
To begin,  
Step one,  
To Start,

## **Middle**

Next,  
Then,  
After,  
Step two,

## **End**

Last,  
Finally,  
When you are finished,

# Let's Make a Plan!

## Writing an Introduction

It's important to introduce your topic to the reader so they know what they are going to do.

Example: When you were a kid did you want to be a teacher? Well here's the steps to becoming a teacher.

Now it's your turn!

**Topic:** \_\_\_\_\_

Introduction:

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Draw a picture of your topic here:





## Planning your Directions

First,

Draw or write your first step here.

Next,

Draw or write your second step here.

Finally,

Draw or write your final step here.

## Writing a Conclusion

It's important to write a conclusion so your reader knows when they are done and it makes the writing interesting.

Example: Now you know how to be a teacher. Good Luck!

Now it's your turn!

**Topic:** \_\_\_\_\_

Conclusion:

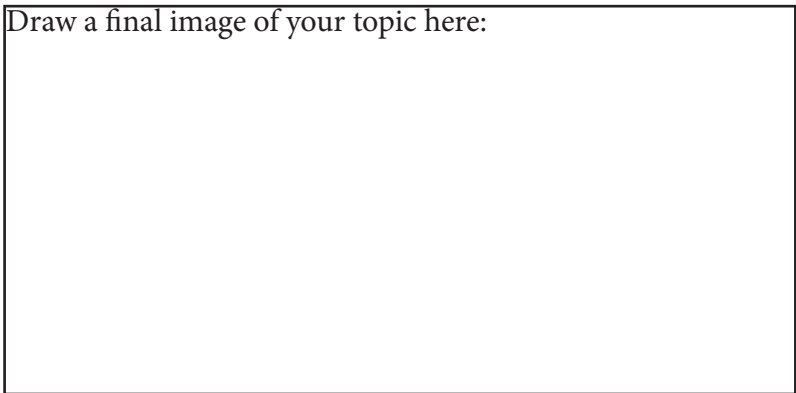
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Draw a final image of your topic here:



Before you write your final draft, check out this checklist:

Did I?	yes	no
Teach someone how to do something?		
Use transition words?		
Draw pictures?		



# Writing your Final "How-To" Directions

Now that you've written a draft and read it over. It's time to write your final draft. Use the next page to make your cover and the following pages to write your final draft.

Cover Art: Draw your Cover



Title



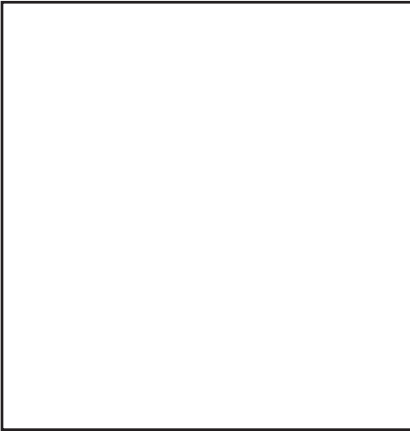
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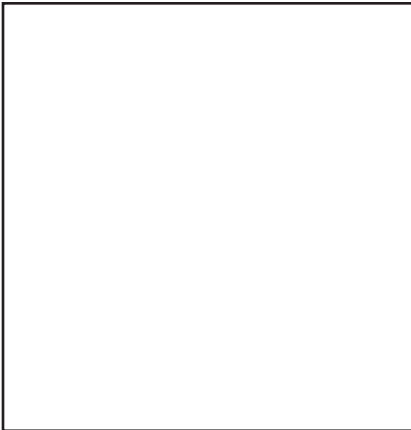
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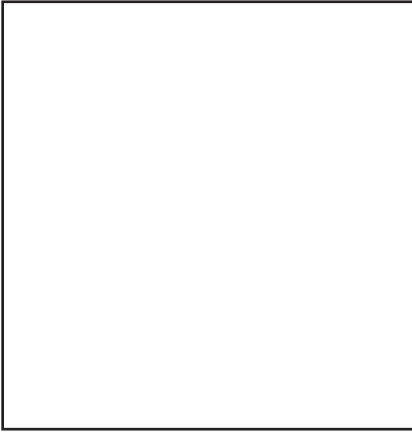
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Congratulations!  
You're an author :)

Share your story with us by  
emailing  
[hello@826neworleans.org](mailto:hello@826neworleans.org)  
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