

“How To” Guide

Informational Writing with a Twist

Grades K-2

Subject _____ Class _____ Date _____

Assignment Summary and Rationale

Informational writing is writing that provides facts about a particular subject and usually answers the question *why* or *how*. For this assignment, you will think of something you are good at or how to do something we just learned in class. You will write tips to help someone else complete this task or activity. You won't need to tell every step to complete the activity. Instead, think of tips that will help someone who is completing this task for the first time. The title of your piece will be “How to _____.”

Note to teachers: Depending on the grade level and content area, you may choose to assign a survival guide connected to a current topic of study, or you may wish to give students the option to choose from a personal area of interest or expertise. There are a vast number of topics that work for this assignment, and you may be amazed at what students come up with on their own. However, if you or your students need inspiration, you might begin with an idea from the list below.

Things You Know How to Do

Enjoy an afternoon at the beach
Spend a hot day in Disney World
Attend an overnight camping trip
Have fun at a friend's birthday party
Share a room with your sibling
Play with a puppy
Be on a soccer team
Be the new kid
Survive a long car ride
Have a good time at recess

Things We Have Learned to Do in School

Plant seeds
Read a map
Write a complete sentence
Add with number cubes
Behave during center time
Make a new friend
Order lunch at school
Walk in line
Stay dry in a rainstorm
Be a good second grader

<i>Writer's Purpose</i>	You are writing to give someone tips on how to do something.
<i>Writer's Role</i>	You are writing as an expert on a topic because you already know how to do it!
<i>Audience</i>	You are writing for your classmates or other people who may want to follow in your footsteps and learn what you know.
<i>Form</i>	You will create a numbered list of helpful tips, written in complete sentences.

<p>Focus Correction Areas</p>	<p>Grades 1-2</p> <ul style="list-style-type: none"> • 3-5 tips • Number your tips • Complete sentences with beginning capitals and end marks <p>Kindergarten</p> <ul style="list-style-type: none"> • 3 or more details in a picture that shows what you are doing (magnifying glass with a 3 in it) • 2 or more labels that show actions or items needed to complete your task (arrow and the word “labels”) • Convention of your choice (realistic colors, one complete sentence, space between words, etc.)
<p>Procedure</p>	<p>To help you create your survival guide, we will do the following:</p> <ul style="list-style-type: none"> • Prewriting (choose one of the following): <ul style="list-style-type: none"> ○ We will learn how to do something in class (e.g., be a good friend or make a bar graph) and then complete a Type Two: Write one tip that will help someone to _____. We will share our tips with each other orally. ○ Type One: Make a list of some things you are good at or know how to do well. I will share my list first. • I will show you how to write a list of tips for a similar school topic, or I will make a list of tips for something I am good at (like being a teacher), so we can learn what kinds of tips are most helpful and how to number them. We will also review how to write complete sentences with beginning capital letters and end marks. • Draft your “How To” guide, beginning with a title that clearly identifies the topic, i.e., “How to _____.” • Optional: As a class, we will complete the Three Step Editing process, using volunteer papers and/or examples I have collected in past years. • You will show me that you have followed each of the Focus Correction Areas (FCAs) (e.g., Put a check next to each numbered tip and count to be sure you have at least three. Circle beginning capitals in green and end marks in red.). • Finally, you will read your writing out loud in a one-foot voice and make any changes you think will improve it. • I will collect your lists and provide feedback, and/or we will share our tips with classmates so we can learn from each other. <p><i>For Kindergarten:</i> Watch me as I draw a picture that shows something I know how to do (like pack up my backpack, build with LEGO bricks, play soccer, or dance). You will help me to make sure my picture shows at least three details about what I’m doing. Together, we will label the important items in my picture. I will model any convention FCAs as needed. Then you will draw your own picture. I will give you time to count your details and labels and check for your convention. When we are all finished, we will share our work with our classmates, so we can learn about what we are all good at.</p>