How-To Article

Choose one of the topics below that you know well or for which you can find information. You could also use these ideas to help you brainstorm your own topics. Then write a how-to article that tells readers how to accomplish the task. Include a diagram, an illustration, or another visual where helpful.

- Explain how to make your favorite sandwich.
- Tell how to make a sandcastle.
- Explain how to build a fort.
- Give guidance on how to make a new friend.
- Tell how to make a podcast.
- Give directions on how to get from your classroom to the front door of your school.
- Explain how to set up a lemonade stand.
- Give guidance on how to be a good leader.
- Tell how to give a dog a bath.
- Explain how to play your favorite board or video game.
- Describe how to do one of your household chores.
- Give directions on how to get to your local library.

Writing Traits for a How-To Article

Ask yourself these questions throughout the writing process.

| Ideas | Do I have a clear purpose for the topic?  
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<th>Do I give detailed, accurate, and complete instructions or step-by-step directions?</th>
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| Organization | Am I planning my writing by organizing details in a timeline or another graphic organizer, a list, an outline, or notes?  
|             | Does the introduction tell what readers will learn?  
|             | Does the body include a list of required materials, when appropriate, and accurate steps in the order they will be completed?  
|             | Does the conclusion sum up what I've taught readers? |
| Voice | Do I use a tone appropriate for the audience?  
|       | Do I use imperative sentences for directions? |
| Sentence Fluency | Do I use a variety of sentence types?  
|                 | Do my sentences transition logically from step to step? |
| Word Choice | Do I use time words to show time relationships and transition words to clarify the order of the steps?  
|             | Do I use language for my specific topic and audience? |
| Conventions | Do I use correct grammar, spelling, punctuation, and capitalization? |
| Presentation | Do I include visuals, such as diagrams, photos, or drawings, to make my work visually appealing and easy to follow?  
|             | Is my writing neat or typed and easy to read?  
|             | Does the paper have consistent margins and spacing? |