

"How-to" Paper

Attention-grabber

Identification of product

Reasons for making the product

List of materials

Step one

Step two

A Gift for the Earth

Isn't it time you gave something back to the Earth? Here's a gift your home planet will really appreciate: a compost pile that turns your household garbage into rich soil. You can even make it yourself.

Just think how much garbage goes out of your house every year. If your family is like most in America, in a year's time your garbage can be measured in tons! We're even running out of places to put our garbage. Composting is one little thing you can do to help. These instructions will teach you how to make your own compost.

To compost garbage you need a yard, and it has to have a corner that you don't use. You also need a plastic jug, a shovel, a bag of fertilizer, and a garden hose. You can use a one-gallon milk jug, but cut off the top to make a wider opening. You'll find fertilizer at garden stores.

Composting is pretty simple. Begin by collecting your organic garbage in the plastic jug. What is organic garbage, you ask? It's anything that comes from a plant or other living thing. You can put eggshells, coffee grounds, and vegetable peels into your compost jug. But you can't put cans, bottles, and paper in there. Also, don't put meat or fat into your compost because they will attract unwanted animals and insects.

As soon as you begin to collect organic garbage, go out to your yard and select a spot for your compost. The compost will eventually make a great spot for planting vegetables and flowers, so keep that in

“How-to” Paper *continued*

Step three

Restatement of reasons

mind as you choose a spot. When you find a good place, dig a hole about two feet deep and three feet across. If you can't dig such a large hole, a smaller hole will work also.

Now you are ready to start composting. When your jug is full of organic garbage, empty it into the hole and pour a thin layer of fertilizer over it. Shovel a layer of dirt over the fertilizer. Wet it down with the hose, and you're finished for the day. The next time your jug is full, repeat the process.

That's all there is to it: a layer of organic garbage, a thin layer of fertilizer, a layer of dirt, and a little water. In a year or so, the hole in your yard will be full of rich, crumbly brown garden soil. You'll have the satisfaction of knowing you've done something that helps the earth. And when you taste the vegetables grown in the soil you've made, you'll know it was worth the trouble.

“How-to” Paper

Definition

You are probably an expert at something. Writing a **“how-to” paper** is a way of sharing your skills with other people. By giving clear instructions, you can teach others how to do something or how to make something.

Many “how-to” papers use the structure illustrated in the framework below. Print this framework and use it as a guide when you write your own “how-to” paper.

Framework

Directions and Explanations

Introduction

- Attention-grabbing opening
- Identification of product
- Reason(s) for making the product

Grab your readers’ attention Asking a question is a good way to get your readers involved with your paper. You can also attract interest by telling a story or setting a scene.

Push your product Give your readers reasons to make the product. Let your readers know what the product will do for them.



Body

- List of materials
- Step 1 (with specific language)
- Step 2 (with specific language)
- Step 3 (with specific language) and so on

List the materials Let your readers know what materials they will need to make the product. You can list the materials in the order that your readers will use them or in order of importance.

Explain each step Tell your readers how to make the product in step-by-step order. Write each step in chronological order, and make sure to explain terms that your readers might not understand.



Conclusion

- Restatement of reason(s) and/or
- Suggestions for using or displaying the product

Wrap it up Conclude by reminding your readers of the product’s benefits. You might also give some advice about other uses for the product.