

A How-to Guide

An activity of "Life tips for 2021"

What do you notice about the two articles in "Life tips for 2021" (page 18–19, *What's Up* January 2021)? That's right, they are both "how-to" guides. Both follow a simple structure, which is shown in the table below. Get into groups of four and come up with points for a how-to guide that would be useful for kids your age. Then, on your own, write a short article using your points. Examples: How to Study, How to Make Friends, How to Keep your Schoolbag Clean, etc.

HOW TO _____		
<p>Introduce the topic and state why a how-to guide would be useful. <i>e.g. Sleep. Some kids want to sleep better at night but don't know how to.</i></p>	Introduction	
<ul style="list-style-type: none"> • Express each tip in a short, easy-to-remember phrase. <i>e.g. Have regular sleep times.</i> • Elaborate on how to do this action. <i>e.g. Set an alarm to remind you when it is time to go to bed and time to get up.</i> • Give reasons why it works. <i>e.g. Your brain has a clock that works best when things are regular.</i> 	Tip 1	
	Tip 2	
	Tip 3	
<p>Repeat why it is important to improve the problem area. <i>e.g. Sleep is almost like a life-support system)</i></p>		

Share your How-to Guide with friends who may benefit from using it.