

Instructions for a Process

Interesting opening

Statement of topic

Reason for learning

Materials

Step 1

Step 2

Explanation

Step 3

Explanation

Step 4

Explanation

Restatement of reason for learning

Advice

Balloon Magic

Have you run out of ways to impress your friends? Try grabbing their attention with a little magic. This balloon trick is sure to amaze your friends, and it might surprise you, too. Just be careful; you could end up with a new hobby.

This is a simple trick, so you won't need many supplies to make it work. First, gather three or four balloons that are ordinary in color and one balloon that's an unusual color. Pink, blue, or yellow will do for the ordinary balloons. Try to get purple or black for the unusual one—your magic balloon. Then, get a roll of tape, two or three long pins, and a pair of scissors. Be sure that you get see-through tape.

Before you do the trick for your audience, you have to prepare. First, blow up the balloons. Next, cut two one-inch pieces of tape and stick them on the "magic" balloon. It's important that both pieces be on one side of the balloon, so that you can turn that side *away from* the audience. Also make sure the tape is perfectly smooth.

Now you're ready to show your trick. Ask volunteers from the audience to pop the ordinary balloons. Give each volunteer a pin and cover your ears for the big bang. Then, tell the audience you have a magic balloon. Say some "magic" words like "Fiddle-faddle, Ballooney-baloney" while you carefully stick a pin through the center of each tape. The tape keeps the "magic" balloon from popping.

After you've amazed your friends, you might want to show them how it's done. Otherwise, keep this trick a secret, learn some more tricks, and start your own magic show.

Instructions for a Process

Definition

Even if you don't realize it, you're an expert at something other people would like to learn about. Writing **instructions** lets you share your knowledge of a subject with others, and can even help you learn more about it yourself.

Many instructions use the structure illustrated in the framework below. Print this framework and use it as a guide when you write your own instructions.

Framework

Directions and Explanations

Introduction

- Interesting opening
- Statement of topic
- Reason for learning

Grab your readers' attention Ask a question or provide an interesting fact about the process you are explaining.

State your topic Clearly tell your audience what process you will explain.

Give your readers a reason Convince your audience to keep reading by giving them a reason for learning the process. You might try to convince them that the process is fun, useful, or necessary.



Body

- Materials
- Step 1 explanation (with relevant details)
- Step 2 explanation (with relevant details) and so on

List your materials You can list the materials in the order that your readers will use them, or you can group similar materials together. Also, try to provide explanations and examples that will help your reader choose the right materials.

Give a step-by-step explanation Explain the process in chronological order, starting with the first step. Then, explain each step by showing how it relates to the rest of the process or by using sensory details to describe the step. Use transition words such as *first*, *next*, *then*, and *finally* to guide your readers through each step.



Conclusion

- Restatement of reason for learning
- Advice for doing process

Sum it up Restate the reasons for learning the process. This is your last chance to convince your audience to learn the process, so try to make it seem appealing.

Give last-minute advice Give your readers a final bit of advice. You might suggest another use for the process, or point out ways to enjoy the activity more.