

How-to guide

What is a 'How-to guide'?

A 'How-to guide' provides step-by-step guidance on how to perform a specific task. It can be fictional or practical in application. For example 'How-to become a superhero' and 'How-to write a film review.' Like instructions, how-to guides can use numbered steps to outline a procedure that is to be followed; however, how-to guides are usually more detailed.

Voice

'How-to guides' use mainly second person (you, your) to address the audience. First person can be used throughout especially when using examples and adding detail.

Language & Grammar

- Avoid long and complex sentences
- Use active voice (for example: dice the vegetables is better than the vegetables should be diced)
- For simple 'How-to guides' verbs should be used at the start of sentences to show the action needed. More complex 'How-to guides' may have a brief introductory statement before this happens
- Each step should have one self-contained task (for example: fold the paper in half)
- Use numbers to indicate the steps
- Can use second person especially when giving direct instruction to the audience (for example: Next you must make a triangle)
- Can use first person especially when giving examples (for example: Another change I have made is adding blueberries instead of raspberries)

Structure and Organisation

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|--------------|---|
| Introduction | <ul style="list-style-type: none">• Make sure you give your give a heading• A brief introduction outlines the topic of the guide• It can include a brief outline of other materials or things needed to complete the task• In more complex guides a strong authorial voice can be used in the introduction and it can also make reference to what the author has done in the past (for example: Follow these easy steps and soon you will be on your way to financial independence, just like I am.) |
| Body | <ul style="list-style-type: none">• Numbered steps used to break up the information• Each step is usually given a heading and covers one idea• Make sure that you put your steps in order• Steps can start with a brief overview and then use dot points to provide additional information |

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| Conclusion | <ul style="list-style-type: none">• This is where you outline what can or should have been achieved at the end of the guide• Can include a direct address to the audience• Additional information can be added here such as links or sources which might be useful |
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Exemplar Years 7 – 9

Exemplar Years 10 – 12