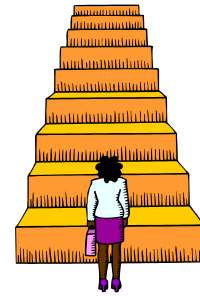


INSTRUCTIONS

BE SURE TO:

- Begin by telling the goal or purpose of your instructions
- Explain exactly what your instructions are to be used for

- Use a clear, step-by-step format

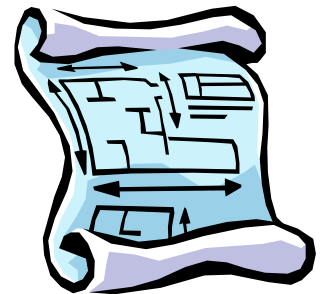


- Give the steps in order and be sure to use time-order words to indicate what comes first, next, and so on.

1. First
2. Next
3. Then
4. Finally

- Give detailed explanations of the steps

- Draw diagrams or pictures if they are necessary



- Close by restating the goal or purpose of your instructions