

Writing and Following Instructions *(cont.)*

Part 1

Read the following conversation between a teacher and a student:

Teacher: Write your name in the upper right-hand corner of your paper and then place your paper in the basket.

Student: Where do I write my name again?

Teacher: The same place you've written it every day, all year long.

Student: Do I have to write my last name, too?

Teacher: If your last name is Slammerkowinjowskinovinski, then no. Everyone else, yes.

Student: Where did you say to write our names again?

Teacher: In the upper right-hand corner. No, that's the left-hand corner.

Student: I can't find my pencil. Do you have one I can borrow?

Teacher: I'm not a bookstore.

Student: Well, I don't see how you expect me to write my name without a pencil.

Teacher: Just write your name in the upper right-hand corner of your paper!

Student: I don't have a pencil. This isn't fair!

Teacher: Fair is where you go to get a ribbon for your hog.

Student: Did she just call me a hog?

Teacher: Please give me strength.

Student: Was that the bell? I know what that means. Hey, what is it I'm supposed to do with this paper?

Some helpful hints on giving instructions or directions are as follows:

- Keep the instructions simple.
- Tell or write the instructions in a specific order.
- Use visuals when needed.
- Go back over the instructions for clarity.

The best way to follow directions is by learning to listen. Follow the instructions exactly as they are given. How do you accomplish this? Practice. Practice. Practice.

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Part 2

Section A

Directions: Imagine your friend from the Bahamas has never before worn a coat. He is about to go on a cruise to Alaska, so he will need to wear one when he goes on his trip.

In the space provided, write directions to your friend so he will know how to put on his new coat.

Note: Work on Section A only. Do not complete Section B until your teacher asks you to begin.

Instructions for How to Put on a Coat

Section B

Directions: Your best friend always uses a mechanical pencil, but she is out of lead, and she had to purchase a nonmechanical pencil from the bookstore to use during math class. There's only one small problem: your friend doesn't know how use the pencil sharpener.

In the space provided, write instructions for your friend on how to use the pencil sharpener.

Instructions for Using a Pencil Sharpener