

# Writing a How-To Report

## How-To Chart

**Directions:** Fill in the how-to chart with information about your project.

**Explain task.** \_\_\_\_\_

**Materials** \_\_\_\_\_

\_\_\_\_\_

**Introduction** \_\_\_\_\_

\_\_\_\_\_

**Steps** \_\_\_\_\_

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**Conclusion** \_\_\_\_\_

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# Writing a How-To Report

## How-To Chart

**Directions:** Fill in the how-to chart with information about your project.

**Explain task.** Make a Memory Box

**Materials** box, paint or paper, paintbrush or glue, scrap

poster board, stuff for inside

**Introduction** Have you ever lost your mind?

Have you ever let your mind wander?

**Steps** Gather materials.

Paint or cover the box.

Let box dry.

Make shelves and dividers with poster board.

Put stuff inside box.

**Conclusion** Put your special things in any way you choose.

## How to Make a Memory Box

Have you ever lost your mind or let your mind wander?

Maybe you need a Memory Box to hold your precious memories. You can make a Memory Box about anything. Or it can be a place to keep special things, like trading cards or friends pictures. You will need a Box, some paint or interesting paper, a paintbrush or glue, and scrap poster board. And whatever you want to put inside. Here's how to make one.

First, find a box. A cigar box or a cardboard box will do.

Cover the box with paper, or paint it fun colors. You could glue on magazine pictures or newspaper headlines that relate to the theme of your box. Make sure to let it dry.

Then use the poster board to make shelves and dividers to place inside the box. Put your special things in any way you choose.

## How to Make a Memory Box

Have you ever lost your mind or let your mind wander?

Maybe you need a Memory Box to hold your precious

**a favorite athlete, movie star, or family event**

memories. You can make a Memory Box about ~~anything~~. Or

it can be a place to keep special things, like trading cards or

friends pictures. You will need a Box, some paint or interesting

paper, a paintbrush or glue, ~~and~~ scrap poster board. ~~And~~

whatever you want to put inside. Here's how to make one.

**shallow, sturdy**

First, find a box. A cigar box or a cardboard box will do.

**Next,**

~~C~~over the box with paper, or paint it fun colors. You could glue

on magazine pictures or newspaper headlines that relate to

**completely**




the theme of your box. Make sure to let it dry.

Then use the poster board to make shelves and dividers

**Arrange**

to place inside the box. ~~Put~~ your special things in any way

you choose. **Memory boxes make great gifts too!**

Proofreading Marks	
Take Out	
Small Letter	
Spelling	
Capital Letter	
New Paragraph	

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Maybe you need a Memory Box to hold your **precious** ~~precious~~  
**a favorite athlete, movie star, or family event**  
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it can be a place to keep special things, like trading cards or

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Have you ever lost your mind or let your mind wander? Maybe you need a Memory Box to hold your precious memories. You can make a Memory Box about a favorite athlete, movie star, or family event. Or it can be a place to keep special things, like trading cards or friends' pictures. You will need a box, some paint or interesting paper, a paintbrush or glue, scrap poster board, and whatever you want to put inside. Here's how to make one.

First, find a shallow, sturdy box. A cigar box or a cardboard box will do. Next, cover the box with paper, or paint it fun colors. You can glue on magazine pictures or newspaper headlines that relate to the theme of your box. Make sure to let it dry completely.

Then use the poster board to make shelves and dividers to place inside the box. Arrange your special things in any way you choose. Memory Boxes make great gifts too!

