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| 1. Title:                                  | The title, usually in larger or darker print, tells the purpose of the instruction sheet.  |
| 2. Subtitles:                              | The subtitles are usually capitalized and tell the different parts of the instruction.   |
| 3. Numbered steps:                         | The steps are numbered to help the reader know in what order the job must be done. The steps should be followed in sequence.   |
| 4. Explanation of <i>how</i> :             | Exact information on how to do a specific thing permits the reader to know how to do it even if he has never done it before.   |
| 5. Explanation of <i>why</i> :             | The reader is told why he is doing a particular action to aid his understanding and thus provide for better results.   |
| 6. Use of examples:                        | The use of examples are often a part of the <i>how</i> or <i>why</i> and, therefore, help clarify the needed action.   |
| 7. Use of contrast, or <b>antithesis</b> : | This device helps make directions clear by making a mental picture of something that is unlike something else. For example, a direction may read, "If you cannot slide the bushing on the axle easily, you will not need it." The message is that it should go on easily, if it is needed.                             |
| 8. Use of comparison, <b>analogy</b> :     | This device also gives a mental picture so that an instruction is more readily understood. For example, the directions may say, "The clearance should be $1\frac{1}{32}$ " (width of a penny)." While you may not know how wide $1\frac{1}{32}$ of an inch is, you should be able to imagine the thickness of a penny. |



**Complete this activity.** Carefully read the following five-step instruction sheet. After you have read the instruction sheet, then read the numbered sentences that follow it. Do what each sentence instructs you to do.

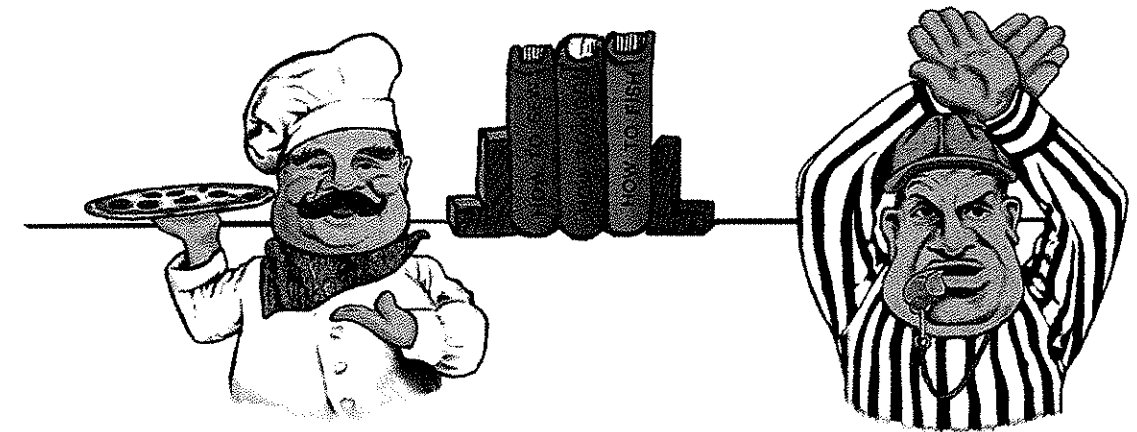
INSTALLATION INSTRUCTIONS  
FOR BICYCLE SPEEDOMETERS  
Drive Unit Installation

**IMPORTANT:** As you sit on your bicycle, in a riding position, speedometer drive is installed on **RIGHT SIDE** of front wheel, between fork and front wheel.

Step 1. Turn bicycle upside down and take off front wheel. Use a wrench (not pliers) to remove wheel nuts.

- Step 2. Slide washers onto axle to keep drive gear from touching spokes when drive unit is put on axle.
- Step 3. Try to slide the bushing onto the front axle. Do not use any force. **IF YOU CANNOT** slide the bushing onto the axle easily, you will not need it. **IF YOU CAN** slide the bushing on easily, leave it on the axle.
- Step 4. Slide drive unit onto the axle and insert the drive hook between any two of the spokes. If the clearance between spokes and drive gear face is greater than  $1\frac{1}{32}$ " (width of a penny), remove one washer at a time until  $1\frac{1}{32}$ " distance between the spokes and the drive gear face is reached.
- Step 5. Insert the washer between the drive unit and fork if needed to give clearance and to keep drive unit vertical. Put front wheel with drive unit into fork. You may need to spread the fork slightly, if it is too close, to make room for the drive unit.

- 2.6 Find the title and write a number 1 beside it.
- 2.7 Write a 2 beside a subtitle.
- 2.8 Place a 3 by the first numbered step.
- 2.9 Find a place where the instruction tells how to do a step and write a 4 beside it.
- 2.10 Put a 5 by a part that tells why a thing is being done.
- 2.11 Write a 6 by a sentence which gives an example of the kinds of tool to be used.
- 2.12 Find a use of contrast (antithesis) and number it 7.
- 2.13 Write a use of comparison (analogy) by putting a number 8 beside it.



**"How to" articles.** One of the most popular forms of writing today is the "how to" article. More books and magazine articles are published telling how to do something than any other printed matter with the exception of the Bible. You will see in the next activity, however, that the Bible itself contains "how to" articles. Seemingly people want, and need, to learn how to do things for themselves.



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Teacher check \_\_\_\_\_  
Initial Date

**EVENTS**

The explanation of events is the second category of exposition. This type of writing is found in newspapers, news magazines, encyclopedias, diaries and journals. It requires giving dates, times, and other items related to the specific information about the event. An event article does not simply state or list the achievements and happenings. It provides information that tells about the event. Topics for event articles include battles, assassinations, floods, fires, wars, elections, political movements, disasters, and coronations.

Many magazines specialize in event articles. *National Geographic* and *Readers' Digest* are two excellent publications in which authors tell of important events. These events are sometimes highly dramatized. However, leaving the realm of exposition, they become like fiction. They often deal heavily in narrative and description. For "pure" exposition, exposition that is unmixed with other types of prose composition, look in encyclopedias and almanacs. *Guinness Book of World Records* also has sections which are written in expository style.

The following example of a diary relates the events of three days. Such a listing of events involves little, if any, descriptive language.

**Journey to the Big Island**

*Monday, October 16.* We left home at 6:00 a.m. with baggage and tickets in hand. Our plane for Los Angeles left as scheduled. As we descended through fog and smog into Los Angeles airport at 8:30 a.m., we wondered what we would do until 12:00 noon when our next flight left for Hawaii.

The time passed more quickly than we had imagined, and soon we were high above the Pacific Ocean. Nearly five hours passed before we saw the black rock shoreline of the big island of Hawaii. As we landed in Hilo airport, a light mist hovered over the mountains.

We left the plane and moved toward the baggage claim area overwhelmed by the scent of plumeria and ginger blossoms. With our baggage loaded into our rented car, we went down the banyan covered drive to our hotel on Hilo bay.

After checking in and putting our bags in the room, we went to eat, and returned to our rooms to get some sleep.

*Tuesday, October 17.* We arose to the sounds of surf, birds, and palm trees waving in the wind. An ordinary breakfast became extraordinary when the fresh papaya and pineapple were served.

We left our hotel and began our trip around the island from Hilo on the east or windward side. A light rain fell as we drove through tropical rain forests lush with greenery, wild orchids, and ginger.

We took a short side trip through cane fields to Akaka Falls, a 450-foot waterfall deep inside a rain forest. The walk to the falls was steep, but the many beautiful plants so engrossed us that we reached the falls before we knew it.

Later that day, we stopped at a macadamia nut factory and watched them process these tasty nuts. We stopped at a small Japanese grocery store and bought picnic sup-

plies. Our picnic of fresh papaya and ham sandwiches was enhanced by the view we had of Waipio valley which stretched out before us 2,000 feet below and several miles up the coast.

The afternoon brought us to the desert side of the island. The Kona coast is stark and beautiful. Rough black lava flows move from the slopes of Mauna Kea to the ocean broken only by the highway that has been carved through them. Areas of scrub vegetation separate the older flows from the more recent. Multi-colored bougainvillea line the highway as it comes into Kailua.

We drove on to Keauhou where we stopped for the night. *Wednesday, October 18.* We again breakfasted on fresh fruit—papaya and pineapple—and coconut. We replenished our picnic supplies and began the trip back to Hilo around the southern half of the island.

After stopping at the Kona coffee mill, we went on to the City of Refuge, an ancient Hawaiian place of sanctuary. The City of Refuge is set on a beautiful protected bay. It is surrounded by the sea and by a massive lava rock wall.

We had a picnic lunch before going on to the Volcano Park. Volcano National Park is an awesome place. Kilauea caldera extends for miles and is pitted by several craters. One of the largest of these craters, Halemaumau sinks low in the middle of the caldera. Sulphur streams out of fissures in and around the crater.

We arrived back in Hilo in time for our 6:05 flight to Kahului, Maui. We left our favorite island, the "Big Island" of Hawaii wishing that we had had more time to spend walking the trails and taking in its great variety and beauty.

**Complete these activities.**

- 2.20 Find a map of the island of Hawaii, the largest island in the Hawaiian chain. Locate the places mentioned in this selection.
- 2.21 List six specific numbers, other than dates, used to give chronological ordering of events.
 

a. _____	d. _____
b. _____	e. _____
c. _____	f. _____
- 2.22 Name three specific places mentioned.
 

a. _____	c. _____
b. _____	



**Complete this activity.**

- 2.23 Find one event article which relies primarily on exposition and generally avoids the use of description and narration. Have a fellow student evaluate your finding.
  - a. Give the title of the article, the author, and the publication in which you found it.
  - b. List and number five specific items of information that contribute to an understanding of the total event.
 

a. _____
_____
b. _____
_____