

# 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** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_