A **technical manual** contains instructions on how to do something.
▸ The instructions may have **steps** or a paragraph with **clue words**.

You must:
▸ Follow the steps in order.
▸ Do exactly what the steps say.
▸ Do not skip any of the steps.

Clue Words
first, second, then, next, last, now, after soon, later, finally, before, afterwards

How to Write and Send an email

To **start**, go to the email icon$_1$. **Second**, click "Compose$_2$" in the top left. **Then**, go to the "To" field, and add recipients. **Next**, add a subject. **Now**, write your message. **Finally**, click send at the bottom of the page.

💬 CFU

What would happen if you skip the final step? Explain.
A **The email will not be sent.**
B **Only the recipient will get the email.**

In your own words, what is an instructional manual?

1. Read the question and identify what to look for. (underline)
2. Scan the technical manual for the answer.
3. Determine the answer. (box it or write)

How to Write and Send an email

To start, go to the email icon. Second, click "Compose" in the top left. Then, go to the "To" field, and add recipients. Next, add a subject. Now, write your message. Finally, click send at the bottom of the page.

1 What do you do before you add the subject?
   A Create the email.
   B Add recipients in the "To" field.
   C Find the email icon.
   D Find the bottom of the page.

2 What do you do after you find the email icon?
   A Create the email.
   B Turn on the computer.
   C Click "Compose."
   D Send the email.

3 When do you send the email?
   A Before the message has been written.
   B Right after the email icon has been found.
   C Before we click on compose.
   D After the message has been written.

4 How do you add the people you want to receive the email?
   A By going to "Compose."
   B By going to the "To" field.
   C By writing the names of your friends.
   D By writing their names in your message.

5 Why is it important to add recipients?

_____

_____

6 Why is it important to click on "Compose"?

_____

_____

Skill Closure

1. Read the question and identify what to look for. (underline)
2. Scan the technical manual for the answer.
3. Determine the answer. (box it or write)

How to Save a Document on the Computer

First, click on File. Then, click on Save As. In the "Save In" drop-down box, locate a folder where you would like to save your document. Select the folder where you want to save your document. In the File Name box, type a name for your document so you can find it again. Click on the word Save to save the document on the computer.

7 What do you do before you give the file a name?
  A Make sure you click on file.
  B Select the "Save In" drop-down box.
  C Select the folder you want to use.
  D Make sure you clock on the word Save.

8 What do you do after you select the folder to save your file?
  A Locate the folder to save your file.
  B Click on the word Save.
  C Make sure you save your file.
  D Make sure you type the name of your file.

Concept Closure

Dustin says that you don't need to give the file a name if you don't want to. Do you agree with Dustin? Explain.

_____

_____

_____

Summary Closure

What did you learn today about following instructions in a technical manual?

_____

Word Bank
instructions
steps
clue words

_____

_____

_____

1. Read the question and identify what to look for. (underline)
2. Scan the technical manual for the answer.
3. Determine the answer. (box it or write)

How to Save a Document on the Computer

First, click on File. Then, click on Save As. In the "Save In" drop-down box, locate folder where you would like to save your document. Select the folder where you want to save your document. In the File Name box, type a name for your document so you can find it again. Click on the word Save to save the document on the computer.

1 What comes last?
   A Locate folder in the "Save In" drop-down box.
   B Click on Save As.
   C Click on File
   D Select a folder to save a file.

2 Why is it important to select a folder to save your document?
   A so you will know where to find the saved document
   B so you will know what is the name of your document
   C so you will know what other information to put on the file
   D so you will be able to share your files with your classmates

Kamala says that clicking on the word Save is the most important step. Do you agree with her?
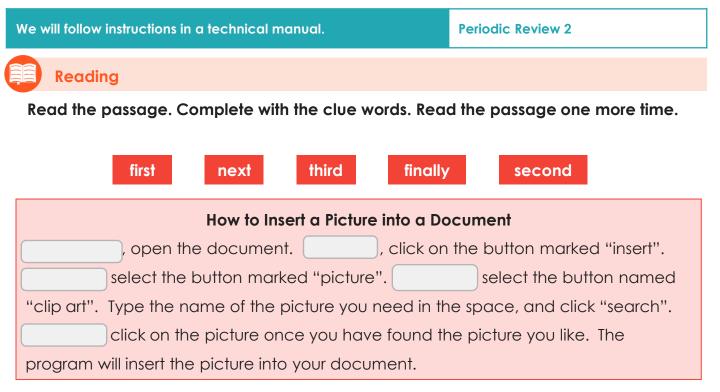
_____

_____

_____

_____

🔊 Listening

Listen and follow each step of the instructions on how to make a diamond. Answer the questions.

Which order did you draw the geometric figures?

_____

_____

_____

_____

_____

_____

_____

📖 Reading

Read the passage. Complete with the clue words. Read the passage one more time.

| first | next | third | finally | second |

How to Insert a Picture into a Document

_____, open the document. _____, click on the button marked "insert". _____ select the button marked "picture". _____ select the button named "clip art". Type the name of the picture you need in the space, and click "search". _____ click on the picture once you have found the picture you like. The program will insert the picture into your document.

Read "How to Insert a Picture into a Document".   Answer the questions.

1 What do you do before you choose the button marked "picture"?
   A Make sure you open the document.
   B Click on the picture.
   C Choose the picture you like most.
   D Click on the button marked insert.

2 Why is it important to type the name of the picture you need?

_____

_____

3 Courtney says that you don't need to select the picture you like because the computer will do it. Do you agree?

_____

_____

6

📋 **Writing**

Place the steps on "How to Take Pictures with a Smartphone" in order.

How to Take Pictures with a Smartphone

☐ To snap a picture, select the photo option.

☐ Locate the camera icon and click it.

☐ Press the picture button. The phone makes a clicking noise when the picture is taken.

☐ Point the camera at the subject you want to photograph.

1 What would happen if you skip Step 3?

_____

_____

2 Why is it important to do Step 4?

_____

_____