



What is the first step in writing a formal letter?



Leave two lines and address the recipient.

Write an introduction explaining the purpose of your letter.

State your main points clearly and concisely.

Begin with your address and date.

Type your name below your signature.

How to Book a Flight Online

Enter your passport information.

Print your confirmation email.

Select your desired flight and fare.

Choose your travel dates and destination.

Pay for your flight using a secure payment method.

Instructions:

Open your email program and click on "Compose" or "New Message." Enter the recipient's email address in the "To" field. Add a subject line that briefly summarizes your email. Type your message in the body of the email. Proofread your email for any errors. Click on "Send" or "Enter" to send your email.

What should you do before clicking "Send" or "Enter"?

Begin with your address and date.

State your main points clearly and concisely.

Write an introduction explaining the purpose of your letter.

Proofread your email for any errors.

Leave two lines and address the recipient.



How to Register for a College Course

Choose your desired courses

Submit your academic transcripts.

Take a placement test, if required.

Attend campus orientation.

Pay the registration fees.



Instructions:

Spread mayonnaise on one slice of bread.
Place the cheese on top of the mayonnaise.
Place the ham on top of the cheese.
Top with the other slice of bread.
Cut the sandwich in half and enjoy.



What is the third step in making a sandwich?

- Top with the other slice of bread.**
- Place the cheese on top of the mayonnaise.**
- Place the ham on top of the cheese.**
- Spread mayonnaise on one slice of bread.**
- Cut the sandwich in half and enjoy.**



WORD GUESS!

The generic structure from the procedure text is...

WORD GUESS!



THE
CLUE!



The purpose of procedure text...

RIDDLE

List ingredients in order of use

R O O I O O



How to write a

How to Make a Cup of Coffee

Instructions:

1. Boil water in a kettle.
2. While the water is boiling, add coffee grounds to a coffee filter in a coffee maker.
3. When the water is boiling, pour it over the coffee grounds.
4. Let the coffee steep for 4-5 minutes.
5. Pour the coffee into a cup and enjoy.

COMMAND FROM THE TEXT



ANSWER AT COMMENT

How to Clean Your Home Effectively



..... tasks among family members
for a more efficient process.

D _ L _ G _ T _

