

## Assignment 4.2: Write for the Web: Option B: How To Instructions

### Instructions:

The following instructions for changing a flat tire are for a website called "Useful Things to Know." The information is correct, but it wasn't written for the Web.

Rework the piece so it's easy to read online. Reworking means rewriting and restructuring the piece, based on what you have learned in the previous lesson about writing and presenting information for the web. Use the information given, but delete anything that isn't necessary; add anything, such as headings, that would be helpful. **Hint:** you'll want to present it in some way other than a paragraph.

### Option 2: How-to Instructions

If you get a flat tire, you'll need to make use of the spare tire, jack, and lug wrench you always have with you in your car. The first thing you'll need to do is pull the car off the road. Look for firm, level ground and make sure the spot has enough room for you to change the tire without being in the way of traffic. Once you've pulled off, set your parking brake and put on your hazard lights to warn other drivers. Then remove the spare tire, jack, and lug wrench from your car. Squat down in front of the flat tire and remove the hub cap from the wheel. Before jacking up the car, you'll need to loosen the lug nuts, but not remove them. Use the lug wrench and turn each lug nut counterclockwise until it loosens, but do not take it off just yet. Loosen all the lug nuts that are on the wheel. Then place the jack under the car frame. Raise the jack until it just touches the bottom of the car. Make sure the jack is in the correct position and jack up the car until the tire is slightly off the ground. Complete loosening the lug nuts and remove them. Be sure to put each lug nut in a safe place as you'll soon need them. Now grasp the wheel with both hands and pull it straight off. Set it aside as you'll need to get the flat repaired or replaced later. Now pick up the spare tire lining the holes in the centre with the bolt shafts that they will fit over. Push and slide the spare tire over the shafts until it is in place. The spare tire is now on and all you need to do is put the lug nuts back on. When doing this, be sure to first put the lug nuts on by hand. Do not tighten them with the lug wrench with the wheel off the ground as you'll just spin the wheel. Lower the jack returning the car to the ground and then use the lug wrench to completely tighten the lug nuts. You're almost done now. All there's left to do is install the hub cap back onto the wheel and place the jack, lug wrench, and flat tire where they belong in the car. Be sure to get that flat tire repaired or replaced soon in case you get another flat! Also, remember to never go under a car supported only by a jack.

Now rework this piece for online reading: