

Instructions and Procedures

Purpose: To describe (or instruct) how something is done through a series of sequenced steps

Structure: Goal - a statement of what is to be achieved, eg *How to make a sponge cake*
Materials/Equipment needed, listed in order, eg *2 eggs, flour*
Sequenced steps to achieve the goal, eg *Cream the sugar and butter*
Often diagrams or illustrations

Features: Written in the imperative (the instruction starts with a verb), eg *Sift the flour*
Chronological order
Use of numbers, alphabet or bullet points and colour to signal order

Writer's Knowledge:

- Before writing instructions be clear about what is needed and what has to be done, in what order.
 - Think about your readers. You will need to be very clear about what to do or they will be muddled - if they are young, you may have to avoid technical language or use simple diagrams.
 - The title should explain what the instructions are about - using *how to...* helps, eg *How to play cricket*.
 - You may need to say when the instructions are needed, eg *If your computer breaks down...* or for whom it is best suited, eg *Young children may enjoy this game...*
 - Use bullet points, numbers or letters to help the reader.
 - Use short clear sentences so that the reader does not become muddled.
 - Use the end statements to wrap up the writing - evaluate how useful or how much fun this will be.
 - Make your writing more friendly by using *you*, or more formal by just giving orders.
 - Use adjectives and adverbs only when needed.
 - Tantalise (interest) the reader, eg *Have you ever been bored - well this game will...*
 - Draw the reader with some selling points, eg *This is a game that everyone loves...*
 - Make the instructions sound easy, eg *You are only four simple steps away from building your own kite.*
- **Finally, ask yourself whether or not someone who knows nothing about this could successfully use your instructions.**