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.

Adapted from *The National Literacy Strategy Grammar for Writing* p154/5