

# 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.**