

A Guide to Writing Instructions

Instructions tell the reader how to complete a given task. They also tell the reader what things they will need in order to complete the task.

Instructions should include:

- ✓ A title (How to...)
- ✓ An introduction sentence to encourage people to follow your instructions.
 These instructions will allow you to make a delicious cake to share with all your friends.
 OR
 By following these instructions you will be able to play Snakes and Ladders, keeping yourself entertained for hours.
- ✓ A list of what you will need to carry out the task. (Ingredients/Equipment) You may choose to use numbers or bullet points to list these. Start a new line for each new item.
- ✓ A method. Tell the reader what they have got to do to complete the task. Start a new line for each instruction. You may want to use numbered steps. Make sure that the steps are in the correct order and that the sentences are short and precise.
- ✓ Imperative verbs e.g. get, put, make, find, go, wipe.
- ✓ Connectives to show the order in which things happen e.g. first, after, then, next, finally.
- ✓ Adverbs for clarity (to make your instructions more clear) e.g. slowly, carefully, gently.

 1. First, take two slices of bread and spread them with butter carefully.
 2. Chop up the lettuce and cucumber.
 3. Wash the salad ingredients thoroughly.
 4. Then place the salad on top of one slice of bread.
- ✓ A conclusion to make sure the reader will know when they have finished and know what they have achieved.
 You will have made...
 When it is finished...
 Now that you have made...you will want to...