

INSTRUCTIONS

**CLEAR STEPS. SEQUENCE.
PRESENT TENSE.**

PURPOSE

Instructions explain how to do or make something in a sequence of steps.

HOW TO MAKE A SMOOTHIE

- 1 Put the fruit into the blender.
- 2 Add the yoghurt.
- 3 Pour in the milk.
- 4 Add a teaspoon of honey.
- 5 Put the lid on the blender.
- 6 Blend on high for 30 seconds.
- 7 Check the texture.
If it is too thick, add a little more milk.
- 8 Pour into a glass and enjoy!



KEY FEATURES



IMPERATIVES

Use bossy verbs to give clear instructions.



SEQUENCE

Put the steps in the correct order.



TIME CONNECTIVES

Use words like first, then, next, after that, finally.



CLEAR STEPS

Write short, simple steps.



PRESENT TENSE

Use the present simple tense.

TOP TIPS

- ✓ Plan your steps before you write.
- ✓ Number or bullet your steps.
- ✓ Use clear, short sentences.
- ✓ Check each step makes sense.
- ✓ Test your instructions on someone!

DO



USE CLEAR BOSSY VERBS



KEEP STEPS IN ORDER



USE TIME WORDS



CHECK AND TEST

DON'T



DON'T USE LONG SENTENCES



DON'T MISS OUT STEPS



DON'T USE COMPLICATED WORDS



DON'T CHANGE THE ORDER

**“GOOD INSTRUCTIONS
ARE EASY TO FOLLOW
AND ALWAYS IN ORDER.”**



**WELL-WRITTEN INSTRUCTIONS
MAKE TASKS EASY AND
PREVENT MISTAKES.**