

INSTRUCTIONS

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

PURPOSE

EXPLAIN HOW
TO DO SOMETHING
IN STEPS.

HOW TO TIE A SHOE

- 1  Cross.
- 2  Pull tight.
- 3  Make a loop.
- 4  Make another loop.
- 5  Pull and tighten.

✓ DONE!

“GOOD INSTRUCTIONS
ARE SIMPLE, CLEAR
AND EASY TO FOLLOW.”

KEY FEATURES



SEQUENCE

Put steps in order.



TIME WORDS

Use first, then,
next, finally.



SHORT STEPS

Write short,
simple steps.



PRESENT TENSE

Use the present
simple.



CLEAR

Use clear
imperatives.

DO	DON'T
✓ USE SHORT STEPS	✗ USE LONG SENTENCES
✓ USE TIME WORDS	✗ SKIP STEPS
✓ USE IMPERATIVES	✗ USE FUTURE TENSE
✓ CHECK YOUR WORK	✗ BE UNCLEAR



**WELL-WRITTEN
INSTRUCTIONS
MAKE TASKS EASY.**