

Procedure

Enable someone to complete a task safely and successfully

COMMON FORMS

Experiment, recipe, making, fieldwork method

TEXT SHAPE

Goal → materials or preparation → numbered steps → checks or cautions

FEATURES AND LANGUAGE

Imperatives; action verbs; sequence markers; precise quantities and conditions

PLAN AND TEACH IT

Test the steps with a partner. Add a warning or decision point wherever a novice might get stuck.

tone and register

Direct, economical and consistent; use an appropriate level of formality for the setting.

LINKED CLASSROOM ACTIVITIES

Try: Draft a Set of Steps · Number the Steps · Teach One Step

A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Enable someone to complete a task safely and successfully.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.