

## What could you write about?

- Recipes for yummy food!
- Instructions for something done in historical times, e.g.  
*How to mummify a dead Egyptian!*
- How to brush your teeth.
- Rules for a game you have invented and made in DT.
- Rules for sports and games.
- Instructions for sports' techniques; dribbling; breast stroke; bowling; etc.



- How to make something, such as an object in DT or craft item for your school fair.

- How to keep your teacher/parents happy.



- How to look after a pet.
- Instructions on how to get from one place to another.
- How to look after a baby.
- Instructions on how to work equipment and gizmos.
- Step-by-step guide to planting seeds.
- How to put up a tent.
- Instructions for a science experiment.
- A magic trick.



## How could you present your instructions?

- A step-by-step list of instructions with diagrams to help the reader.
- A flow-chart with numbered steps and diagrams.
- A little booklet to put in a game.
- A demonstration video.
- A Big Book of recipes or craft projects.



### My Instructions Checklist

Have I used ??????????????????????????????	
A goal for my instructions	☺
A list of equipment or ingredients	☺
A step-by-step sequence	☺
Numbers, letters or bullet points	☺
Sequence connectives	☺
Imperative (bossy) verbs	☺
Labelled diagrams to help the reader	☺
Clear, precise sentences.	☺

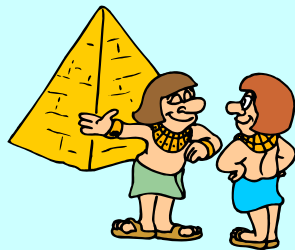
Produced by the Lancashire Literacy Team

# How to Write Instructional Texts



## What are your instructions for?

- To describe, or instruct how something is done in a step-by-step sequence.



Goal



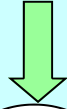
Materials



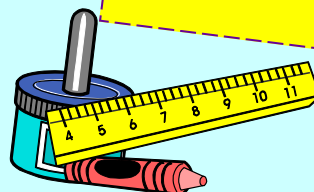
Step 1



Step 2



Step 3



## Structure and Organisation

- Start with a goal of what is to be achieved. 'How to make a Cracking Omelette!' 'Branch out and Build a Tree House'
- A list of the ingredients or materials needed in the order that they are needed.
- Step-by-step instructions in chronological order.
- Finish with a comment for the reader, e.g. 'Bon Appetite!' 'Have Fun!' 'Go Fly Your Kite!'



## Tricks of the Trade!

- Be clear about what is needed before you start.
- Think carefully about the order of actions.
- If your readers are young, use diagrams rather than technical language.
- Engage your reader—'Have you ever wished you could...' 'Have you ever wanted to be able to...' 'You, too, can score goals!' 'How to be a success at...' 'Are you a Chocoholic?—Read on!'
- Make your instructions sound easy—'You are only four simple steps away from...'
- Try out your instructions or ask a friend to check if they are clear and they work.



## Who are your instructions for?

- For someone who has not done this before, e.g. played the game; cooked the recipe; followed the route; made the object; carried out the experiment or activity.
- Is the reader young or older? Do they need it to be very simple with diagrams to help?
- Should you add warnings about sharp or hot objects—or needing an adult to help?



## The Language to use

- Start each step with a **sequence word** eg. **First, next, then, after that, finally**; or an **imperative (bossy) verb**, e.g. **mix, cut, stir, cut, slice, fold, divide, shake, turn**,
- Use clear and simple words.
- Make sure your sentences are clear and precise.
- Either, use the **second person, you**, e.g. **When you have glued the edges down...**; or **passive sentences**, **After the edges have been glued...**
- Use numbers, letters, bullet points or colour to signal the order of actions.