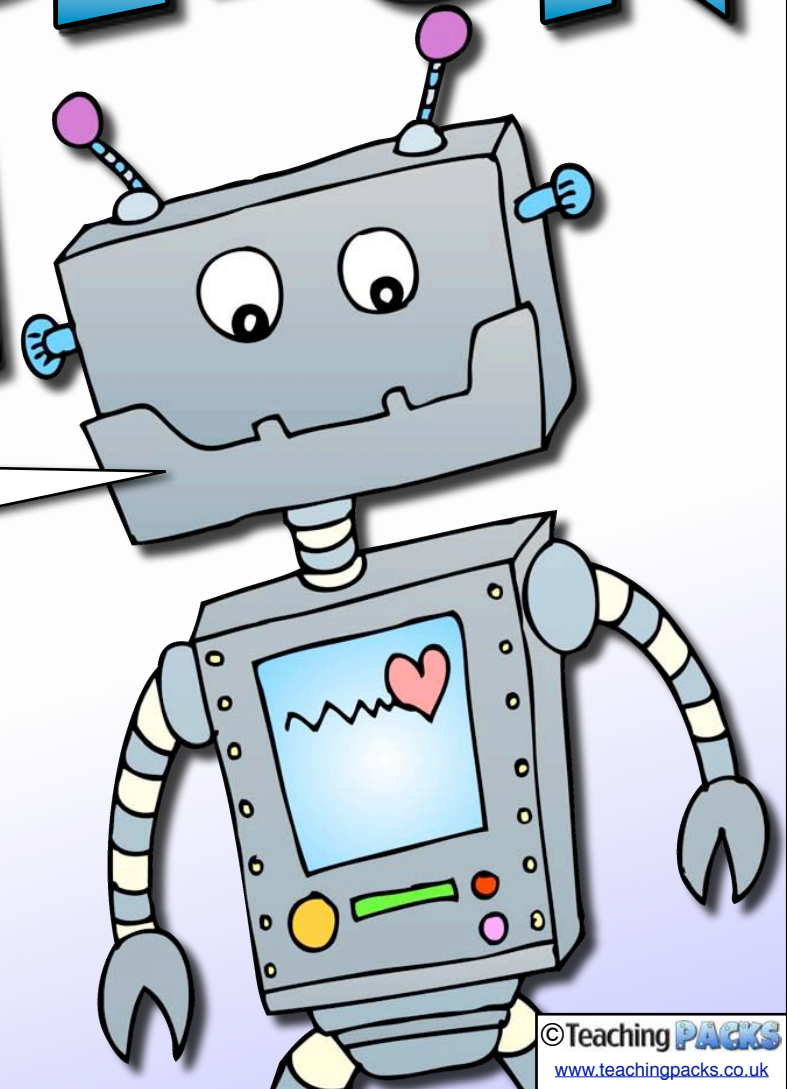


INSTRUCTION WRITING

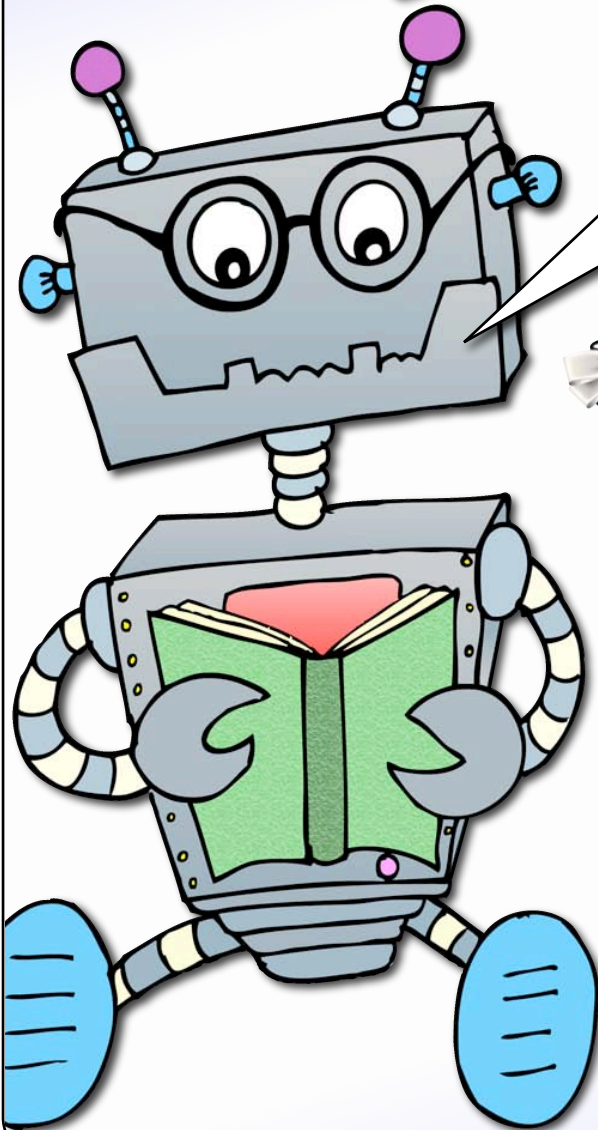
We write instructions
to explain how to
make or do something.

We want the reader to be able
to follow the instructions and
do the task on their own!



INSTRUCTIONS

You can find instructions in lots of different places. Here are some examples:



Recipes



DIY Manuals



Game Instructions



Science Experiments



Packaging Instructions



Craft Instructions



Video Tutorials



Directions

WHAT DO INSTRUCTIONS HAVE?

Instructions are always in **chronological order**... that's a fancy way of saying '**time order**'. They should have:

A Title

What is going to be made or achieved by following your instructions? What is the finished product?

What you need...

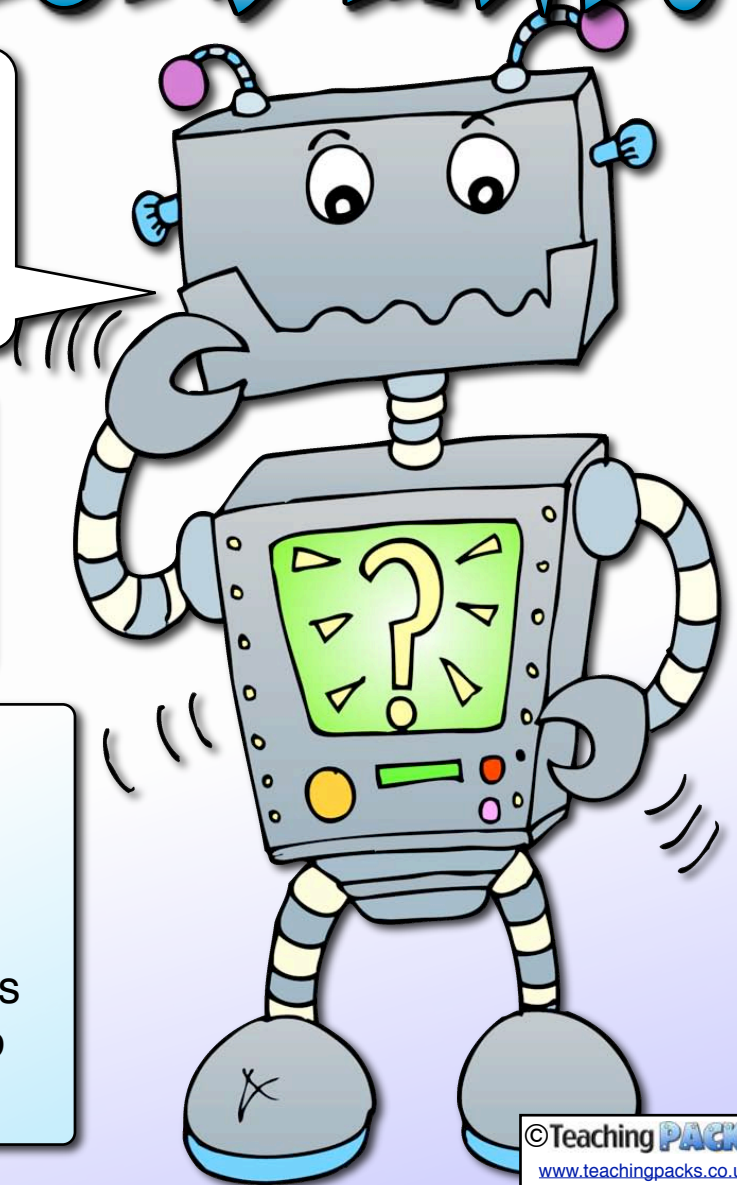
A list of materials, ingredients, equipment or tools that you need to complete the task!

What to do...

Explain what to do, one step at a time, in the correct order! You can add numbers to each step to show the order, or use bullet points.

Pictures

Your instructions should be clear and simple to follow without any pictures. But photos and labelled diagrams will really help your reader to follow the instructions easily.



HOW ARE INSTRUCTIONS ARRANGED?

Here are some examples of different instructions.
Can you see how the information is arranged?

HOW TO PLANT A SUNFLOWER SEED

Would you like to grow your own sunflower?
Challenge a friend to see who can grow the tallest one!

You will need:



A plant pot



Some sunflower seeds



Soil or compost

What to do:

Step 1: Fill your plant pot with soil, being careful not to make a mess!

Step 2: Using your finger, make a hole in the soil, about 1cm deep.

Step 3: Place your seed in the hole.

Step 4: Cover the seed with a small amount of soil and press down gently.

Step 5: Place your plant pot in a sunny position (for example, near a window).

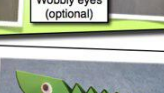
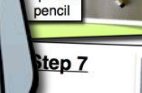
Step 6: Water the pot regularly to ensure that the soil is kept moist.



HOW TO MAKE A LIZARD CARD

Make and send this cute card to a friend.
What are you waiting for?

You will need



Step 1

Fold the card in half lengthwise.



Step 2

Draw a lizard shape with a snout, two legs and a tail.



Step 3

Carefully cut along the lines that you have drawn.



Step 4

Draw zig-zags along the lizard's back to make scales.



Step 5

Cut the scales out.



Step 6

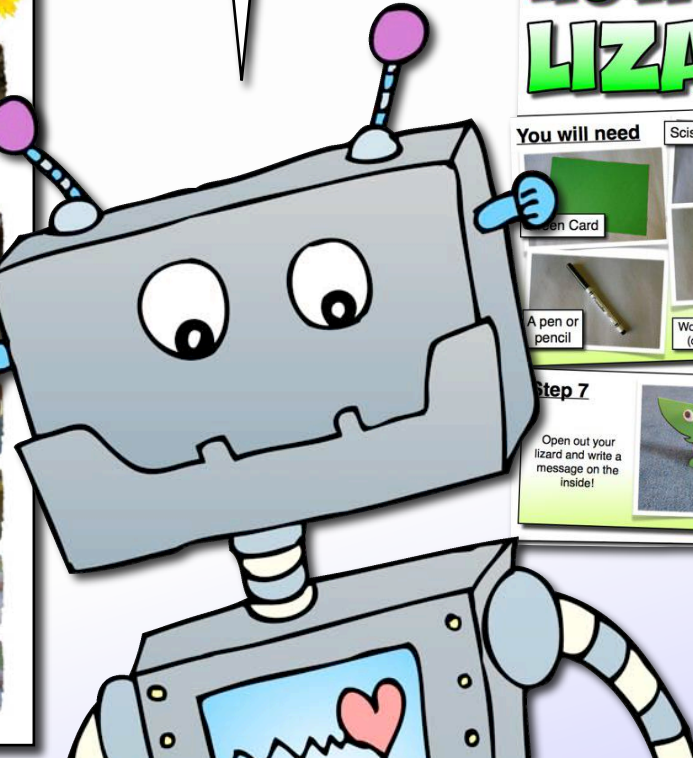
Draw eyes on your lizard. If you have some wobbly eyes and glue, use these.



Try using some red paper to add a tongue to your lizard!
Can you think of any other decorations to make your card even better?

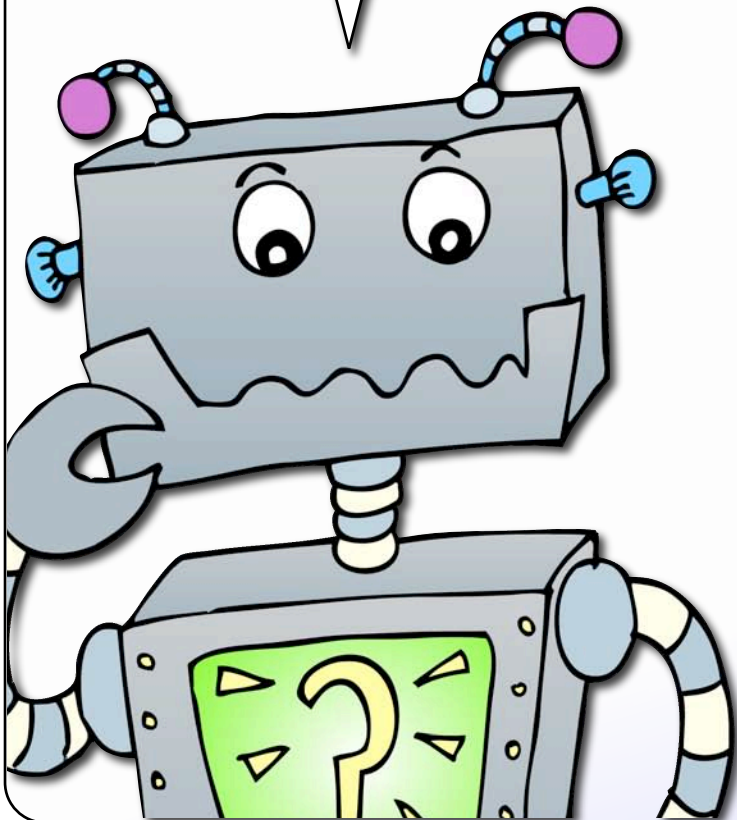


Take care when you are using scissors. Ask an adult for help if you need it!



USE CLEAR LANGUAGE

When you are writing instructions, keep them clear and simple, so that you don't confuse people.



Mix the ingredients in a bowl.



Carefully place the runny egg, creamy yoghurt and delicious raisins in a clean, transparent bowl and mix them vigorously with a hard, wooden spoon.

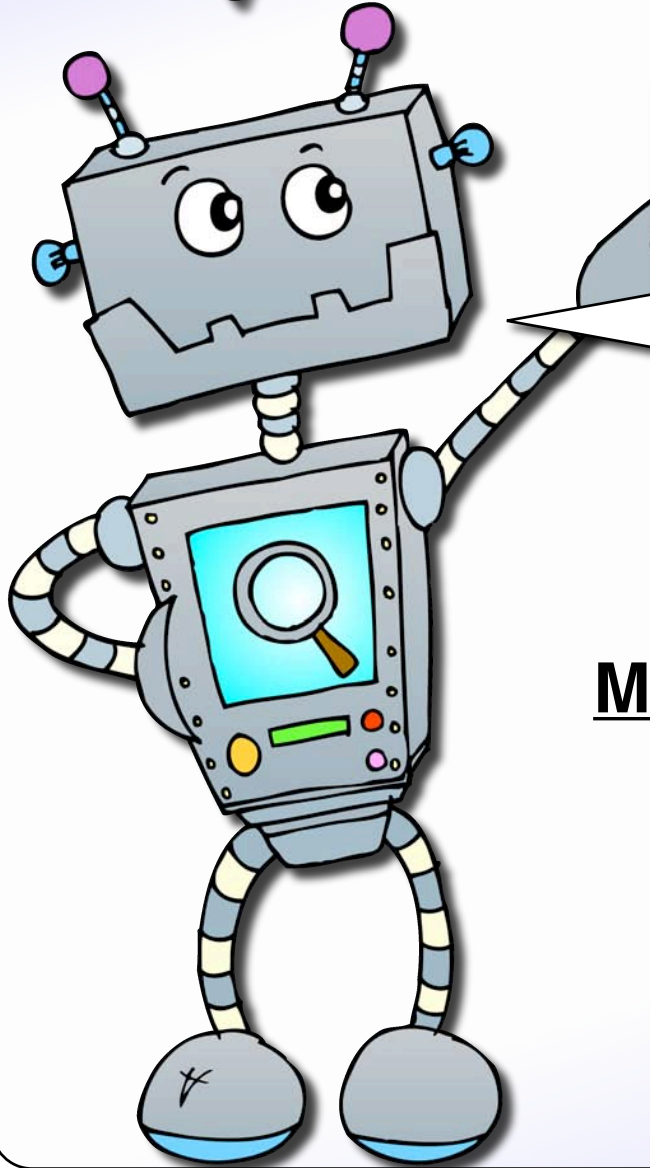


Fold a piece of paper in half.



Gently lay the paper flat on the table, pick up one of the sides and bend this over towards the other side. Make sure that the opposite corners line up accurately and firmly squash the paper in half.

IMPERATIVE VERBS



Imperative verbs (or bossy verbs) are words that tell people what to do. We use them a lot in our instructions:

Click the button.

Open the box.

Mix the ingredients.

Cook for 25 minutes.

Fold the paper.

Stick the pieces together.

Stop!

Turn left and **walk** forward.

PRESENT TENSE

People usually read instructions when they need to follow them. So, we write them in the present tense.

✓ Turn over the paper.

✗ You will turn over the paper.

✓ Stir the ingredients.

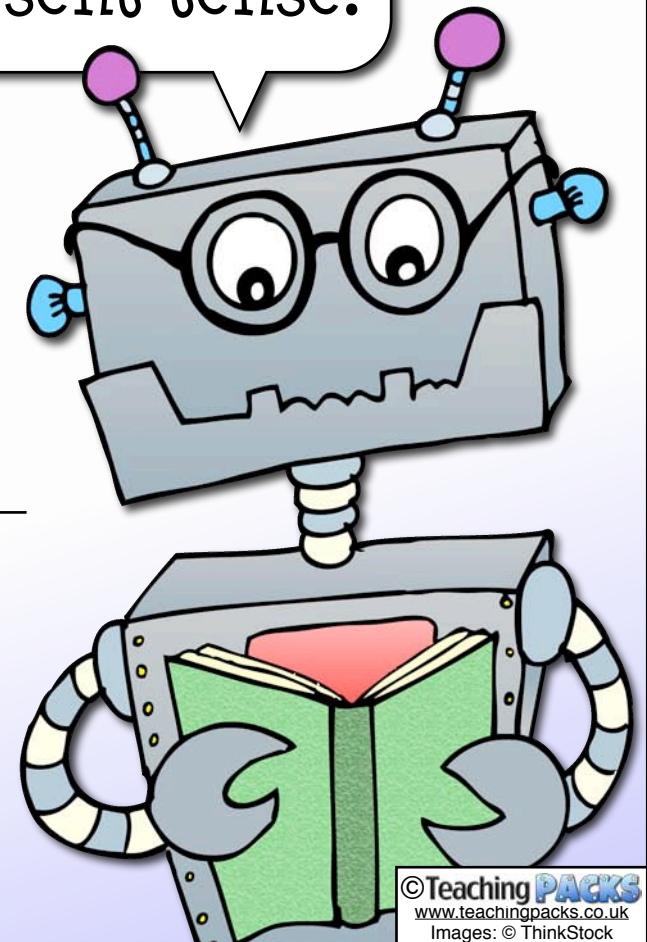
✗ You stirred the ingredients.

✓ Glue part A to part F.

✗ You glued part A to part F.

✓ Stitch the two pieces together.

✗ You will stitch the two pieces together.



SECOND PERSON

When we write in the second person, we are talking directly to the reader. In instructions, we are telling them what to do.

- Next, **you** need to choose a colour.
- Use crayons to decorate **your** paper plane.
- Ask an adult for help if **you** need it.

Try writing these instructions without using 'you' or 'your'. It makes things even more clear.

Some instructions are written in the third person (especially instructions for games with more than one player), e.g. *Player One* rolls the die... *Player Two* takes a card.

