

How to write instructions

Writing Instructions

What are instructions?

Simply put instructions are a step by step guide telling you how to do or make something.

Here are some examples of the different types of instruction you may come across:

- rules for games
- recipes
- safety rules
- scientific experiments




Can you think of any other examples?

Click on the footprints for a step by step guide on how to write instructions

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Step one:

Start with an aim: what will your instructions explain to people how to do?

- How to play the flute 
- How to be a dentist 
- How to annoy your parents 

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Step two:

Include a list of tools and equipment.

What will you need to follow your instructions?


- Pen 
- Pencil 
- Ruler 
- Stapler 

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Step three:

Create a sequence of numbered steps.

Numbered steps are important when writing instructions, because it helps them go in the correct order.



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Step four:

Time connectives are used to link each stage of your instructions.

Try to use time connectives where you can because it helps to give people a better understanding of when to do things.

e.g. Firstly, then, after, later, finally.



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Step five:


Add **Imperative Verbs** to your instructions.

Imperative verbs are important to use when giving instructions as they make them short and clear.

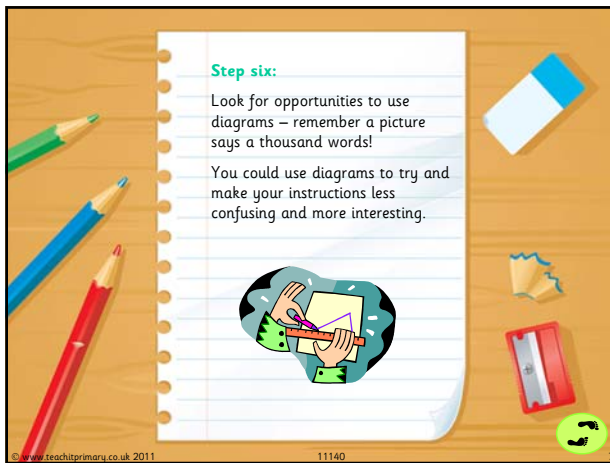
They are bossy verbs – they give orders and tell you what to do.

They will make it easier to understand your instructions.

Take a moment to think of some examples.




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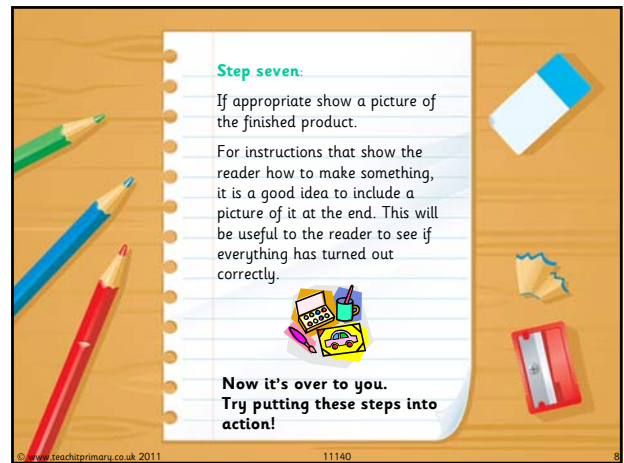
Step six:

Look for opportunities to use diagrams – remember a picture says a thousand words!

You could use diagrams to try and make your instructions less confusing and more interesting.




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Step seven:

If appropriate show a picture of the finished product.

For instructions that show the reader how to make something, it is a good idea to include a picture of it at the end. This will be useful to the reader to see if everything has turned out correctly.



Now it's over to you.
Try putting these steps into action!

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