

INSTRUCTIONS TOOLKIT

Audience:

Someone who wants to know how to do something.

Purpose:

To explain how to do something clearly.

Structure:

Often in chronological order or written as a list.

Language features:

- Simple, clear and formal
- Include all necessary detail.
- Numbers or time connectives

Examples of instructions:

- Dictionary
- 'How to' poster or leaflet.
- Encyclopaedia
- School rules
- Recipe



Remember to:

- Write a title that sets out the purpose (e.g. safety instructions).
- If relevant, include an opening statement (e.g. follow these instructions to ensure safety).
- Include a list of equipment (e.g. ingredients) if needed.
- Write the instructions as sequence of steps.
- Include diagrams where necessary.
- Write a closing sentence to finish.

It is important to...

- Use imperative verbs (e.g. Put seats into the right position).
- Write in the present tense or third person
- Use some time connectives (first, after, next).
- Use accurate descriptions to make the instructions clear.
- Use technical language relating to your topic (e.g. emergency exit).
- Provide extra detail and advice when necessary.

