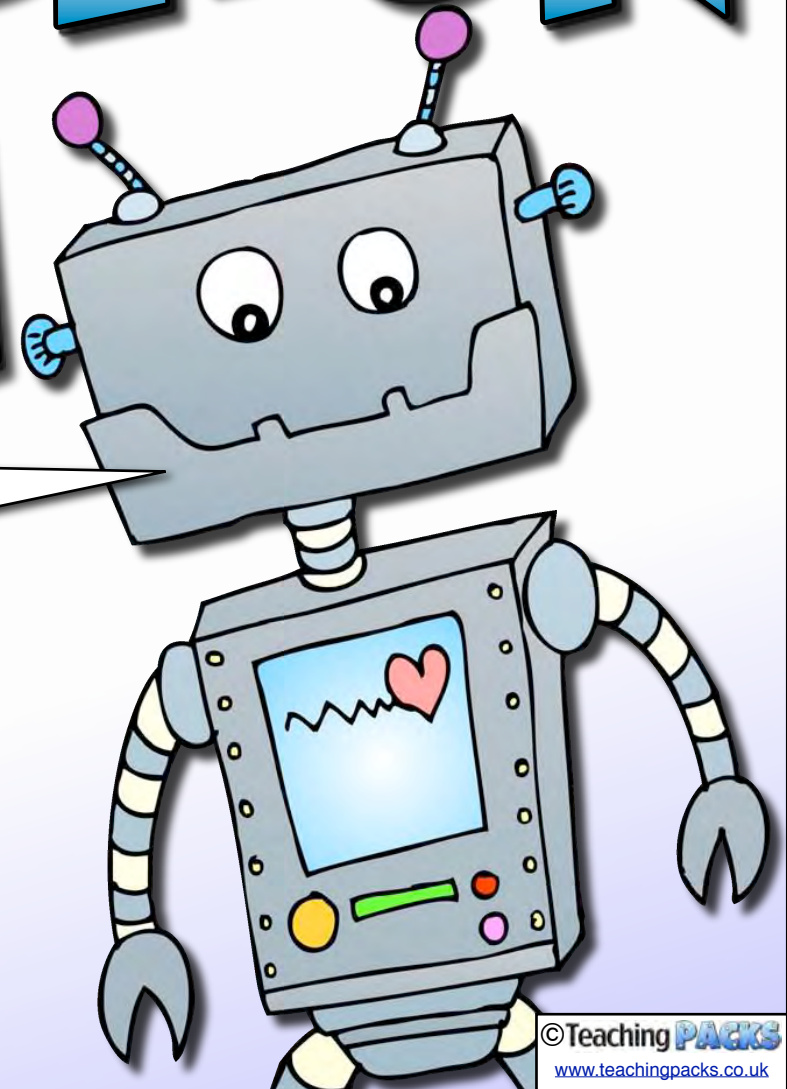


INSTRUCTION WRITING

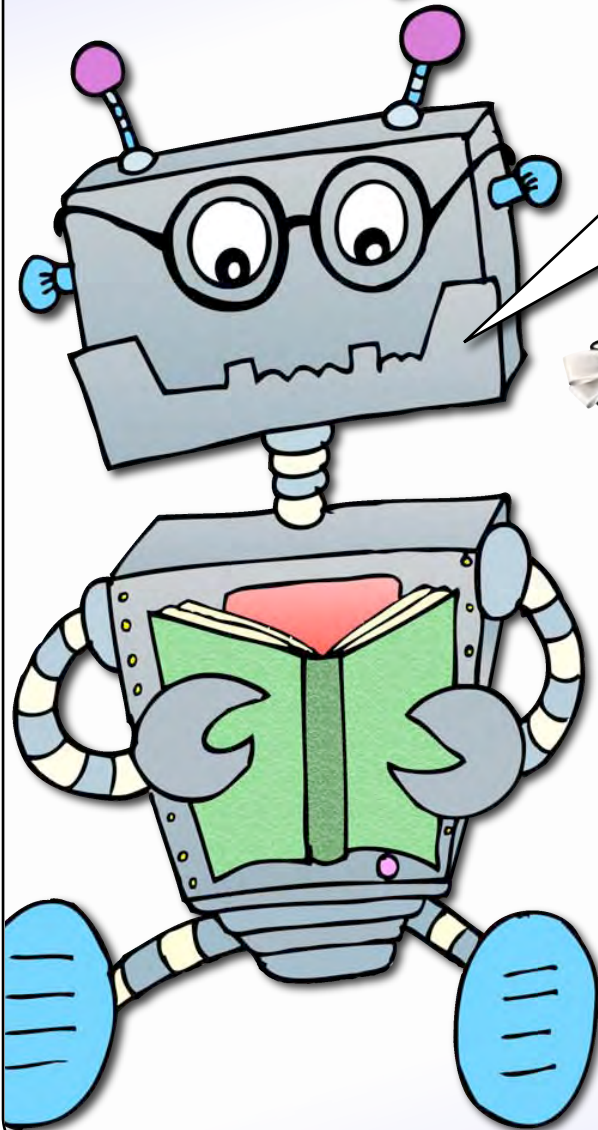
We write instructions
to explain how to
make or do something.

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...

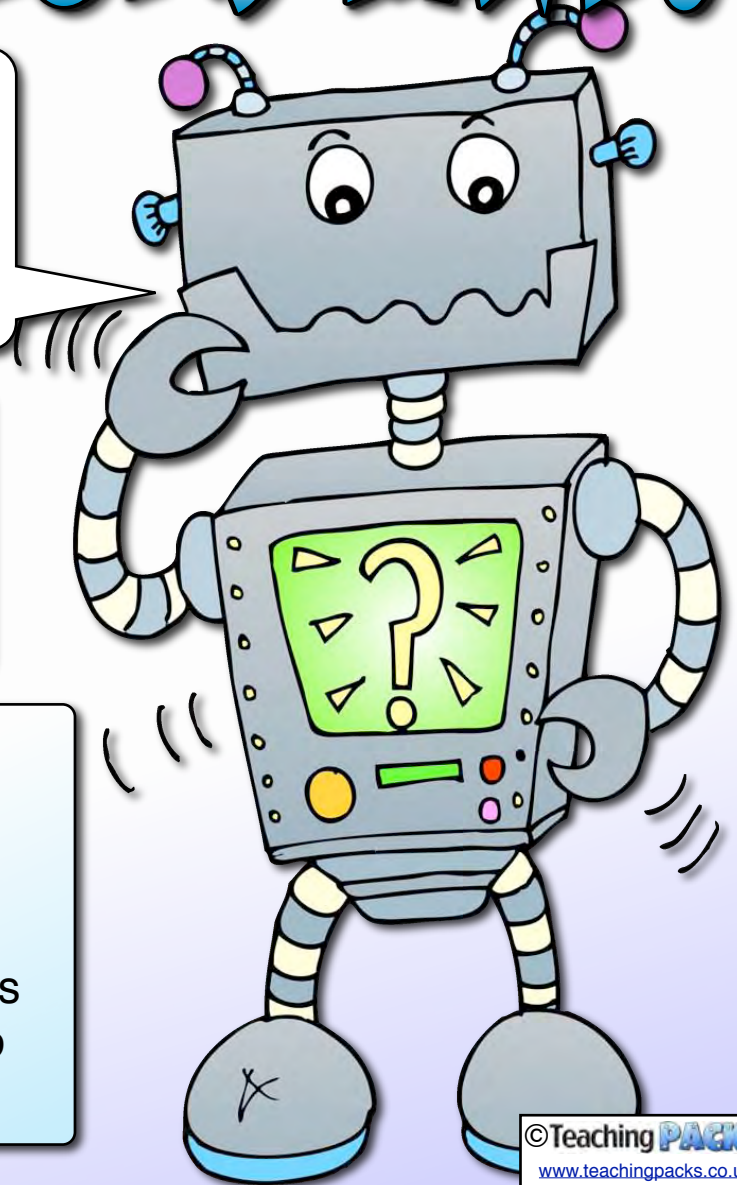
A list of materials, ingredients, equipment or tools that you need to complete the task!

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

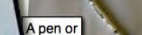
Scissors



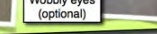
Glue (optional)



A pen or pencil



Wobbly eyes (optional)



Step 7

Open out your lizard and write a message on the inside!



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

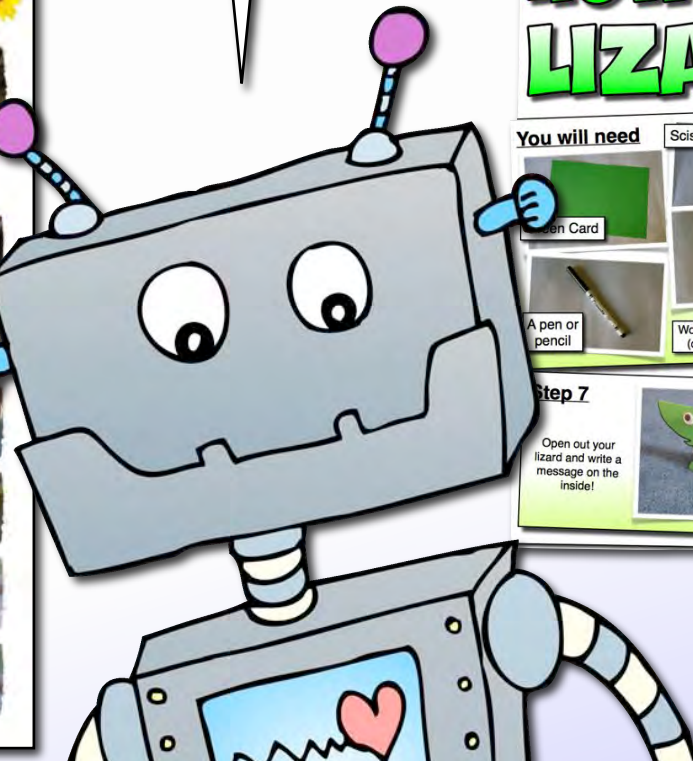
Draw eyes on your lizard. If you have some wobbly eyes and glue, use these.



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!



TOP TIPS!

Make the reader excited

Add an introduction telling the reader how amazing (or delicious) the final product is! You could also ask them a question, e.g. *Have you ever...?* or *Would you like to...?*

Think about Safety

It's important that your readers don't get hurt when they are following the instructions. Tell them about any steps that might be dangerous and explain how to make it safer, e.g. *Ask an adult to help you here* or *cut carefully along the line*.

Make your instructions even better by adding some of these extra features!

Make it sound easy!

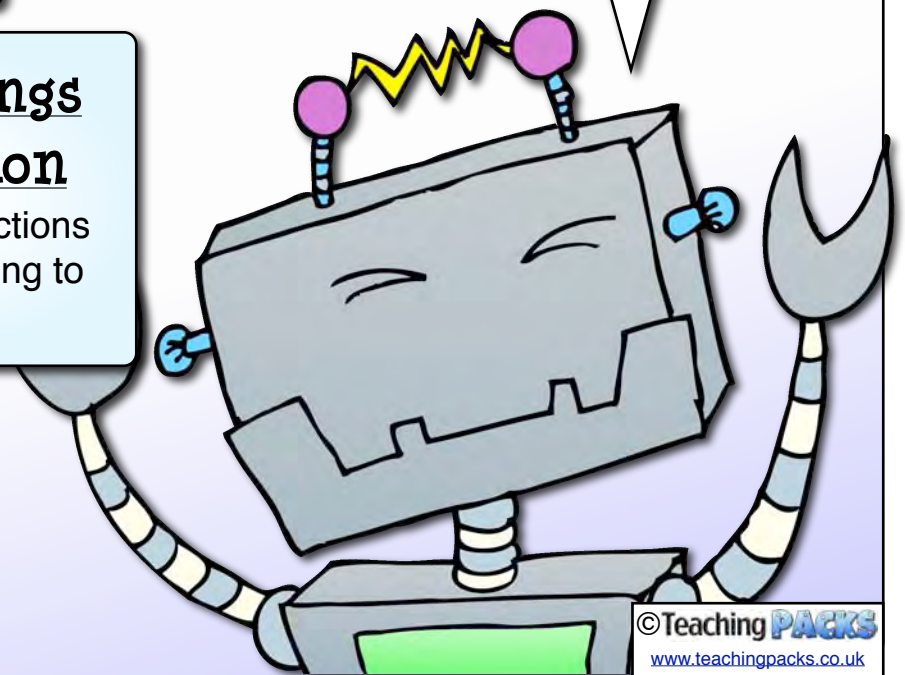
Tell the reader how easy it is to complete your instructions, e.g. *In just four easy steps...* or *anyone can make this!*

Use subheadings in each section

Each part of your instructions should have a subheading to separate them.

Add a Top Tips section

Add some bonus information to help your readers. These could help them with a tricky part or give them different ways of making the finished product even better!



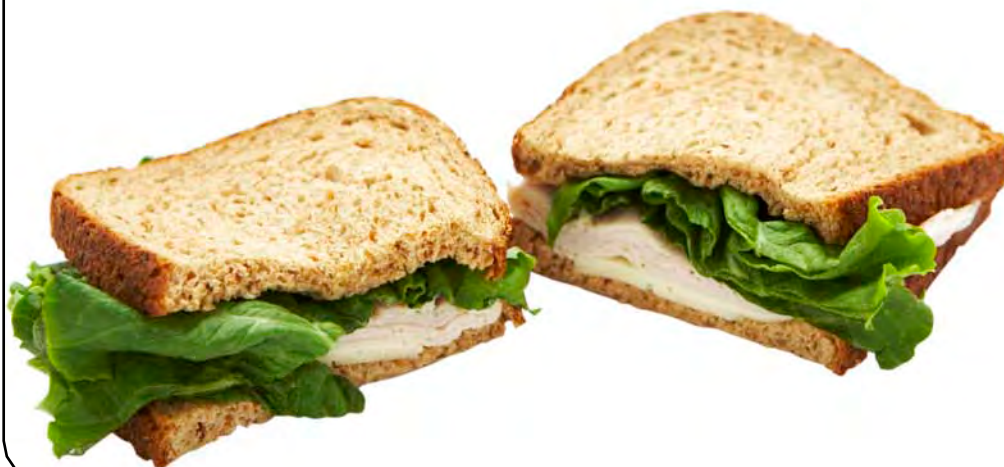


How to make a cup of tea.



How to make
a glass of
orange
squash.

How to make a sandwich.



How to make toast.





How to make a salad.

How to make a fruit smoothie.



How to make the most disgusting meal in the world.



How to wash your hands.



HOW TO MAKE A LIZARD CARD

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



You will need



Green Card



Scissors



Glue
(optional)



A pen or
pencil



Wobbly eyes
(optional)

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.



Step 7

Open out your
lizard and write a
message on the
inside!



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!

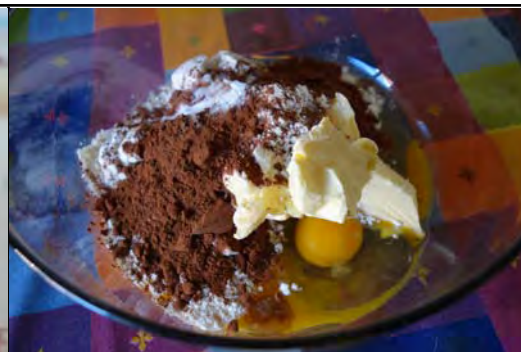




Use an electric whisk to mix the ingredients together.



Wait until the cakes are cool and decorate them if required.



Place the ingredients in a bowl.



Divide the mixture evenly between the cake cases.



First, preheat the oven to 180°C.



Bake the cupcakes in the oven for 20 minutes.

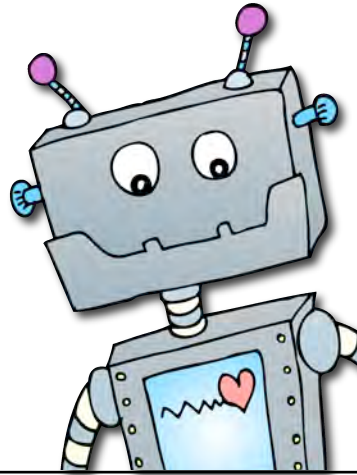


Next, place twelve cake cases on a baking tray.



Whisk the ingredients until the mixture is light and creamy.

INSTRUCTION WRITING CHECKLIST

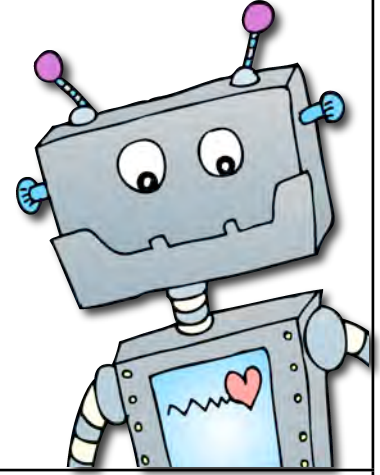


My instructions teach people how to...

I have included:

- ☐ A **title** that explains what the instructions are for.
- ☐ An **introduction** to make the reader excited about the task.
- ☐ A list that shows **what the reader needs**.
- ☐ **Clear and simple steps** that:
 - ☐ are **in the right order**,
 - ☐ are **numbered**, have **bullet points** or use **time connectives**,
 - ☐ use **imperative verbs**,
 - ☐ are in the **second person** and the **present tense**.
- ☐ **Pictures** and labelled diagrams.
- ☐ **Subheadings** to separate each section.
- ☐ **Top tips** and **safety advice** to help the reader.

INSTRUCTION WRITING CHECKLIST



My instructions teach people how to...

I have included:

- ☐ A **title** that explains what the instructions are for.
- ☐ An **introduction** to make the reader excited about the task.
- ☐ A list that shows **what the reader needs**.
- ☐ **Clear and simple steps** that:
 - ☐ are **in the right order**,
 - ☐ are **numbered**, have **bullet points** or use **time connectives**,
 - ☐ use **imperative verbs**,
 - ☐ are in the **second person** and the **present tense**.
- ☐ **Pictures** and labelled diagrams.
- ☐ **Subheadings** to separate each section.
- ☐ **Top tips** and **safety advice** to help the reader.

First

Second

Next

CONNECTION

Then

When

Before

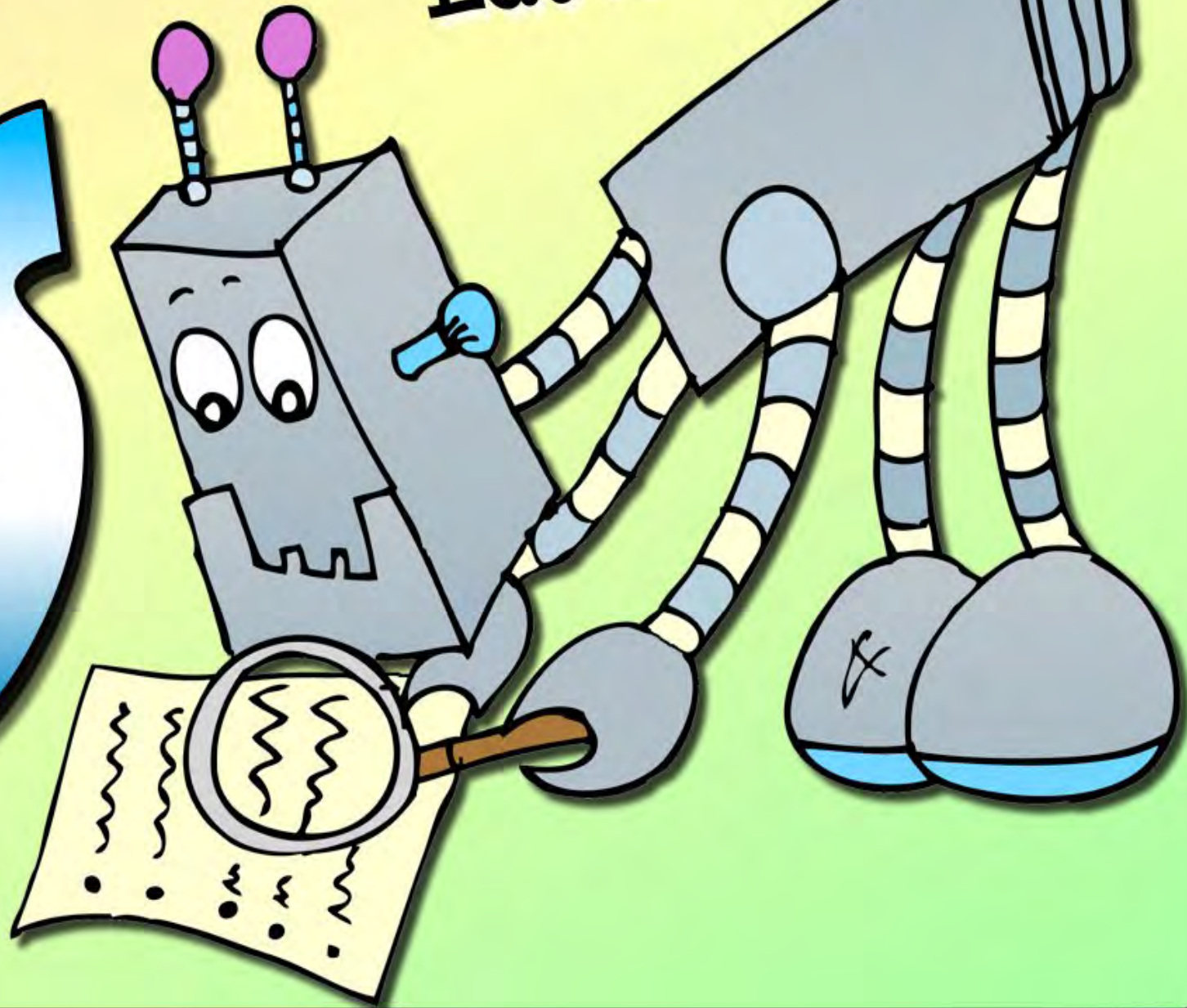
F

After

Later

WE

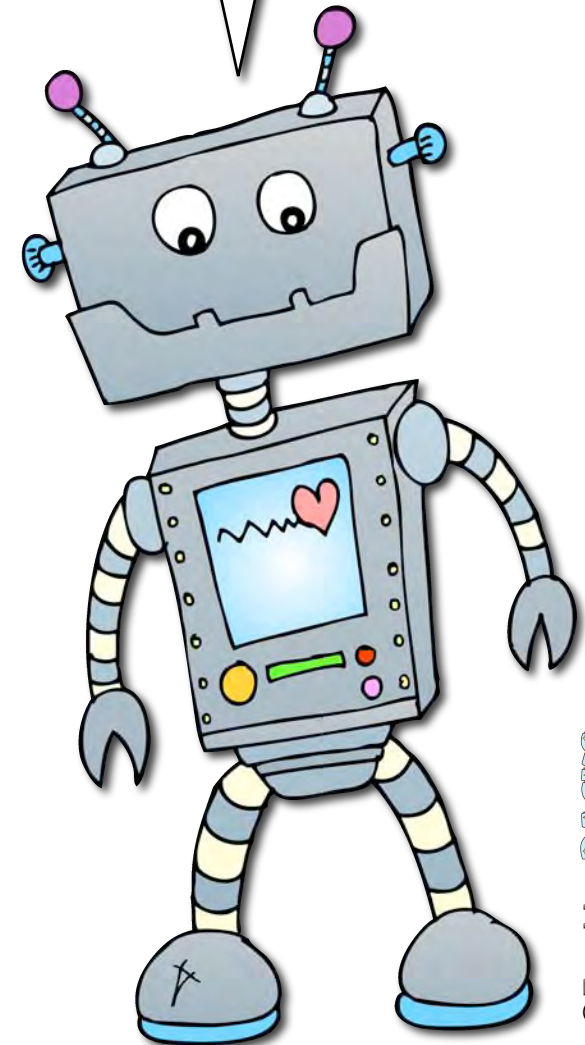
inally



Pick up an egg, gently hit it against the side of a cup and empty the contents into a clean bowl.	If you want to turn on the computer, look for the round, black power button and press it once.
Open the fridge and take out the butter. Take off the lid. Get a knife and use it to scoop some butter. Rub the knife onto your toast.	Hold the handles of the scissors and cut along the dotted line, making sure that you don't hurt yourself.
Hold the two shortest sides of the paper and bend them together. Squeeze them so that the paper is now in half.	Before you start mixing the ingredients, switch on the oven and turn the dial to 140°C.
When you hear the sound of the whistle, move one leg in front of the other as quickly as you can.	Take the lid off of the glue stick and rub the glue on the tab, being carefully not to get any glue on your clothes.
When Player One has rolled the die, they should hand it to Player Two, who should then roll it too. The person with the highest score moves their counter first.	When you have planted your seed, pick up the pot and move it near to a window where it will get lots of sunlight.

Instructions should have clear and simple steps so you don't confuse the person reading them.

Can you make these instructions easier to understand?



Teaching PACKS

www.teachingpacks.co.uk

Thank you for looking at
our preview resources.
We hope that they are useful to you.

[Join us today](#) to download
thousands of resources from
our popular Teaching Packs!

Mark and Helen

