

Key Learning

- To use a title that explains what the text is about, may begin “How to...”
- To know how to use sub -headings to break the text into clear sections
- To know how to include an opening sentence which encourages the reader to have a go
- To know to include a clear list of equipment
- To know to use clear simple steps
- To know how to use imperative verbs
- To know to write in chronological order
- To know how to use technical vocabulary
- To add a diagram to aid the reader
- To include tips or suggests to aid the reader

What should I already know?

- The purpose of written instructions – tell the reader how to do or make something, to give information on how to complete a task
- The basic structure of instructions including a title, list of ingredients/equipment, use of bullet points or numbers to order instructions
- A range of bossy verbs

Organisation for your writing

Feature	Tick
Your ingredients or equipment are clearly set out	
You need detailed steps in chronological order	
You should add precaution advice or friendly tips or suggestions	
Your writing should contain examples of all of the language features.	
Your diagrams add extra detail	

Key Vocabulary

title	heading	sub-heading
separate	method	diagram
paragraph	technical language	imperative verbs
chronological		