# Instructional Writing

# Learning Objective: To draft and edit a set of instructions/improve and complete a set of instructions

### INSTRUCTIONS

INSTRUCTIONS are step-bystep directions or orders so that something can be achieved.

# Examples

### Making toast

- 1. Firstly, take two slices of bread.
- 2. Next, put the two slices of bread in the toaster.
- 3. Then, switch on the toaster,
- 4. Following this, push down the bread in the toaster.
- 5. After that, wait patiently for two minutes.
- 6. Finally, take the toast out and enjoy!

# Examples

### Brushing teeth

- 1. Firstly, pick up the toothbrush.
- 2. Next, wet the bristles with some water.
- 3. Then, squirt toothpaste on to the toothbrush.
- 4. Following this, brush the teeth gently for two minutes.
- 5. After that, spit out the toothpaste.
- 6. Finally, wash the toothbrush and clean the sink.

# Conjunctions

- Notice the numbering and use of conjunctions at the beginning of each instruction.
- The numbering makes the order very clear to the reader.
- The conjunctions help the instructions flow as a piece of writing.

# Useful Time Conjunctions

- · Firstly, ...
- · Next, ...
- Then, ...
- · Afterwards, ...
- · Subsequently, ...
- · Finally, ...

## Useful Adverbs for Description

### Brushing teeth

- 1. Firstly, pick up the toothbrush sensibly.
- 2. Next, wet the bristles carefully with some water.
- 3. Then, squirt toothpaste <u>accurately</u> on to the toothbrush.
- 4. Following this, brush the teeth gently for two minutes.
- 5. After that, softly spit out the toothpaste.
- 6. Finally, wash the toothbrush and clean the sink thoroughly.

# Expectations

- · Title
- Introduction explaining what the skill is (including a rhetorical question), e.g. Did you know that brushing too harshly can erode the enamel that is supposed to protect your teeth? (Brushing Teeth)
- · Set of clear instructions, e.g. numbering
- Conjunctions and adverbs to engage the reader, e.g. Firstly, Then, etc.

Task: Now draft and edit the instructions for your new skill (or what you created at the beginning of the week).

Remember: Make sure that you include a title, introduction (including a question), the correct order of events and use appropriate time conjunctions as well as adverbs. Always keep the reader in mind!