

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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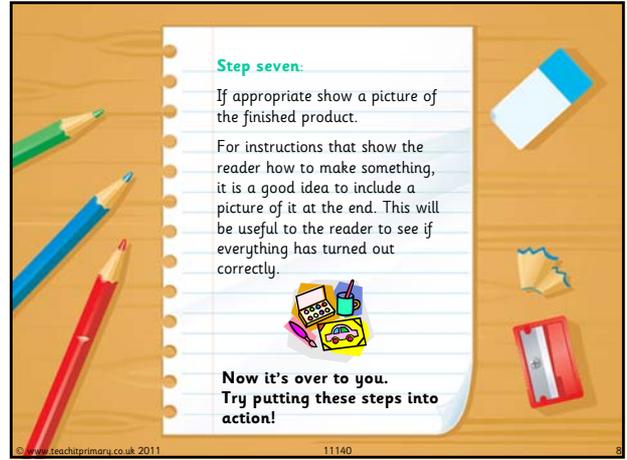
Step six:

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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