Instruction Writing: Procedure Steps

Name: _____ Date: _____

Part A: Command Verbs

Command verbs tell the reader what to do. Circle the command verb in each instruction below:

1. Mix the flour and sugar together in a large bowl.
2. Place the paper carefully on the desk.
3. Fold the paper in half along the dotted line.
4. Wait for five minutes before removing from the oven.

Part B: Time Words

Fill in the blanks with appropriate time words from the box:

first • next • then • after • finally • before

1. _____, wash your hands thoroughly.
2. _____, crack two eggs into the bowl.
3. _____ that, add the milk slowly.
4. _____ you pour the mixture, grease the pan.
5. _____, remove from heat and serve.

Part C: Write Your Own Instructions

Choose ONE topic and write clear, numbered instructions. Use command verbs and time words.

✏️ *How to make a paper aeroplane* OR *How to brush your teeth properly*

Topic: _____

What you need:

_____

_____

Steps:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

Remember: Start each step with a command verb • Use time words to show order • Number your steps clearly