Writing Instructions: How-To Procedures

Name: _____ Date: _____

📝 **Remember when writing instructions:**

- Use **imperative verbs** (command words) such as: cut, mix, place, fold, pour, press
- Use **time connectives** to show order: first, next, then, after that, finally
- Be clear and specific so anyone can follow your steps
- Number your steps in order

Part A: Identifying Good Instructions

Read these two sets of instructions. Circle which one is better written and explain why below.

Version 1:

You make a sandwich. Get some bread and put stuff on it. Then eat it.

Version 2:

First, take two slices of bread. Next, spread butter on one side of each slice. Then, add your filling. Finally, place the slices together.

The better version is: _____ because: _____

_____

Part B: Write Your Own Instructions

Choose ONE task from the list below and write clear, step-by-step instructions:

- How to make a paper aeroplane
- How to wrap a present
- How to make a hot drink
- How to set up a simple board game

My chosen task: _____

What you need:

- _____
- _____
- _____

Steps:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

✓ **Self-Check:**

Did you use imperative verbs? □ Did you use time connectives? □ Are your steps in the correct order? □