

## Writing Instructions

### Reading and Discussion

Instructions tell us how to do something and the order or **sequence** in which to do it. Very often you will be given **verbal** instructions. For instance, Mom or Dad might tell you: 'Pack away your toys now, have a bath, clean your teeth, and then climb into bed.' Or your teacher might say something like: 'Take out your math book, open it to the next page, find your pencils, and finish the sums.'

These are easy instructions, even though we might not always want to carry them out! But sometimes instructions are more difficult to understand, and the person giving them can't be there to see that they are carried out correctly. Then they have to be written down.

Whether you want to bake a cake, connect a new electric appliance, or put together a construction toy, you need to use an instruction sheet to find out how it is done. When we are baking or cooking, we call the instruction sheet a recipe.

Remember that when you write instructions, you have to give every step in the correct order. Here is an example. These are the instructions for playing hopscotch. Can you follow them?

1. Draw a row of squares, each about 50cm x 50cm, on the ground.
2. Number the squares from 1 to 8.
3. Throw a small stone into square number one.
4. Hop in each one of the squares except the first one, then turn and hop back.
5. When you get to square number 2 bend down and pick up the stone.
6. Hop over square number 1 back to the start.
7. Repeat throwing the stone into each square in turn and hopping over the square which the stone is in.
8. If you put your other foot onto the ground at any time you have to start again.
9. Any number of people can play. The first one to complete all the squares is the winner.

Name \_\_\_\_\_

Date \_\_\_\_\_

## Activities:

### A. Change the sequence

Someone has really mixed up the instructions for making tea. Do you think you can put them into the correct sequence?

- Warm the teapot with hot water
- Stir the tea
- Fill the kettle with water
- Add the milk and sugar
- Drink your tea
- Fill the teapot with boiling water
- Leave the tea to brew for 5 minutes
- Put the tea leaves or teabag into the teapot
- Boil the water
- Pour the tea into a teacup



### B. Write your own instructions

Now choose a game or activity and write your own instructions. There should be at least 5 steps but not more than 10. Swap your instructions with a friend. Can he follow the steps easily? Can you follow his or her instructions?

Name \_\_\_\_\_

Date \_\_\_\_\_

## Answer Key

### **Activity A**

1. Fill the kettle with water
2. Boil the water
3. Warm the teapot with hot water
4. Put the tea leaves or teabag into the teapot
5. Fill the teapot with boiling water
6. Leave the tea to brew for 5 minutes
7. Pour the tea into a teacup
8. Add the milk and sugar
9. Stir the tea
10. Drink your tea

### **Activity B**

The instructions should consist of between 5 and 10 steps. They should be written in a logical sequence that is easy to follow and understand.