

Instructions Years 7 - 9: How to use an ATM

Using an ATM

Using an Automatic Teller Machine, or ATM, is easy. Follow these basic instructions when withdrawing money from an ATM.

- 1) Insert your bank card into the ATM
- 2) Enter your PIN number
- 3) Select the correct account from the choices offered on the screen of the ATM
- 4) Select 'withdraw cash' and the amount of money that you want
- 5) Press 'ok' to confirm your transaction
- 6) When you have received your money, make sure you take your card from the machine.

Clear title

Paragraph to outline the purpose of the instructions

Use of second person (you, your)

Steps begin with a verb

Use of present tense

Steps are in chronological sequence

Active voice (eg. *Select the correct account...*)

Use of connectives of sequence (eg. *When you...*)

From: Text From: Dove, J (2006) *English Writing Skills: Book B*, User Friendly Resources, NSW, p. 37.