

Instructions

What are instructions?

Instructions are information presented in a series of easy to follow steps. Instructions inform the reader what will be achieved by the steps, and then present each step in the order they need to be followed. An expert in the procedure will develop the instructions based on their prior knowledge and experiences. Some common types of instructions you might find are: recipes, experiments, 'how to guides' and manuals.

Voice

Instructions mainly use third person (eg. they, it), however they can also use second person (you, your) as appropriate.

Language & Grammar

- Language use is concise.
- Imperative mood is used to express commands (eg. *Remove the cover*).
- Uses present tense.
- Contractions are not widely used.
- Active voice is used (eg. *Remove the cover* – the person completing the step does the action to the thing).
- Relevant jargon is used as appropriate and may not be defined. The author often assumes that the reader will possess relevant prior or specialist knowledge.
- Almost all steps in the set of instructions will begin with a verb, however adverbs can be used as well to describe how the action is performed (eg. *Slowly mix*).
- Where the method is written in sentences, connectives of sequence (eg. first, next, after) are used to link the different steps.

Structure and Organisation

Introduction	<ul style="list-style-type: none">• Has a clear title for the procedure• Has a short paragraph (one to two sentences) to state the intended purpose of the instructions. (This can be incorporated into the title in some instances.)
Body	<ul style="list-style-type: none">• Can begin with a set of required materials listed above the procedure. These can be written as a list or dot points (eg. A fork and a spoon)• Steps to complete the procedure are listed in chronological order• The steps are numbered and can include key information in brackets that relates to the step being completed
Visuals	<ul style="list-style-type: none">• Diagrams or pictures of the actions involved in the set of instructions can accompany the chronological steps in the body• Labels and a key can also accompany the visual

Exemplar Years 7 – 9 Recipe

Exemplar Years 7 – 9 How to guide 1

Exemplar Years 7 – 9 How to guide 2

Exemplar Years 10 – 12 Recipe 1 (Hybrid text)

Exemplar Years 10 – 12 Recipe 2