

How to write instructions

Instructions explain how to do something. It is important to write instructions in the order of how the job must be done. Instructions can be numbered or you can use words like *first* and *second* to show which step is next.

Examples: 1. Pick up your pen. *OR*
First, pick up your pen.

Clear instructions use command verbs.

Give a clear heading saying what is to be done.

How to floss your teeth

List any materials that are needed.

You will need: your teeth, dental floss and water

Start each instruction with a command verb. The command form of the verb allows for short instructions that are clear.

1. **Pull** out 15 cm of dental floss.
2. **Wrap** each end around an index finger.
3. **Pull** the floss tight between your two hands.
4. **Move** the floss backwards and forwards to clean the gaps between all your teeth.
5. **Rinse** your mouth out with water.



Write instructions

Use what you have learnt on page 24 about writing instructions to write instructions on how to brush your teeth.

- Choose the best heading from the list below.
 - Brush your teeth twice a day
 - How to brush your teeth
 - When to brush your teeth
- Look at the illustrations in the margin and decide which materials need to be listed in the instructions.
- Use command verbs from the list below to complete the instructions for each picture on this page. Some verbs will be used more than once.

Squeeze

Wet

Brush

Rinse



Heading: _____

You will need: _____



1. _____
toothpaste
on your
toothbrush.



4. _____
the back of
your teeth
carefully.



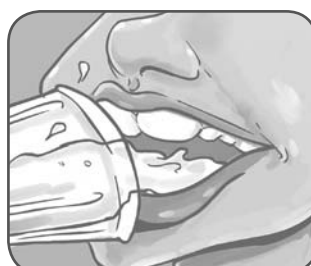
2. _____
your
toothbrush.



5. _____
your front
teeth properly.



3. _____
your teeth in
circles.



6. _____
your mouth
with fresh
water.