

How to write instructions

Instructions explain how to do something. They can show the order in which to do things by using words like *firstly* and *secondly*. They should be short and clear and often use command verbs. Read the instructions below that explain how to wrap a present.

How to wrap a present

You will need: a present, wrapping paper, scissors, sticky tape

First, open the paper with the back of the paper facing you.

Second, measure how much paper you will need to cover the present.

Third, cut the paper to size.

Fourth, put the present in the middle of the paper.

Fifth, **cover** the present with the paper.

Sixth, stick the two sides of the paper together.

Seventh, hold the present still and fold the paper over one side of the present and stick the fold to the paper.

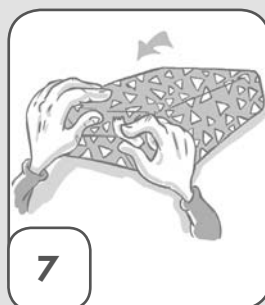
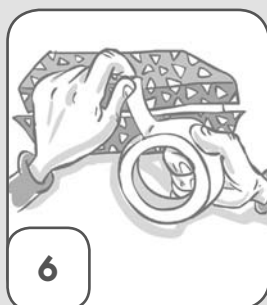
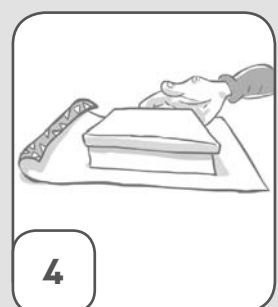
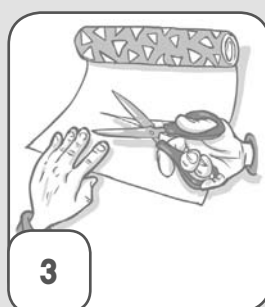
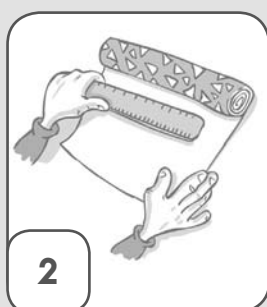
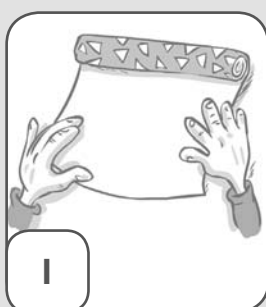
Lastly, fold and stick the second side.

Give a clear heading saying what is being explained.

List all the materials that are needed.

Notice how each instruction starts with a sequencing word.

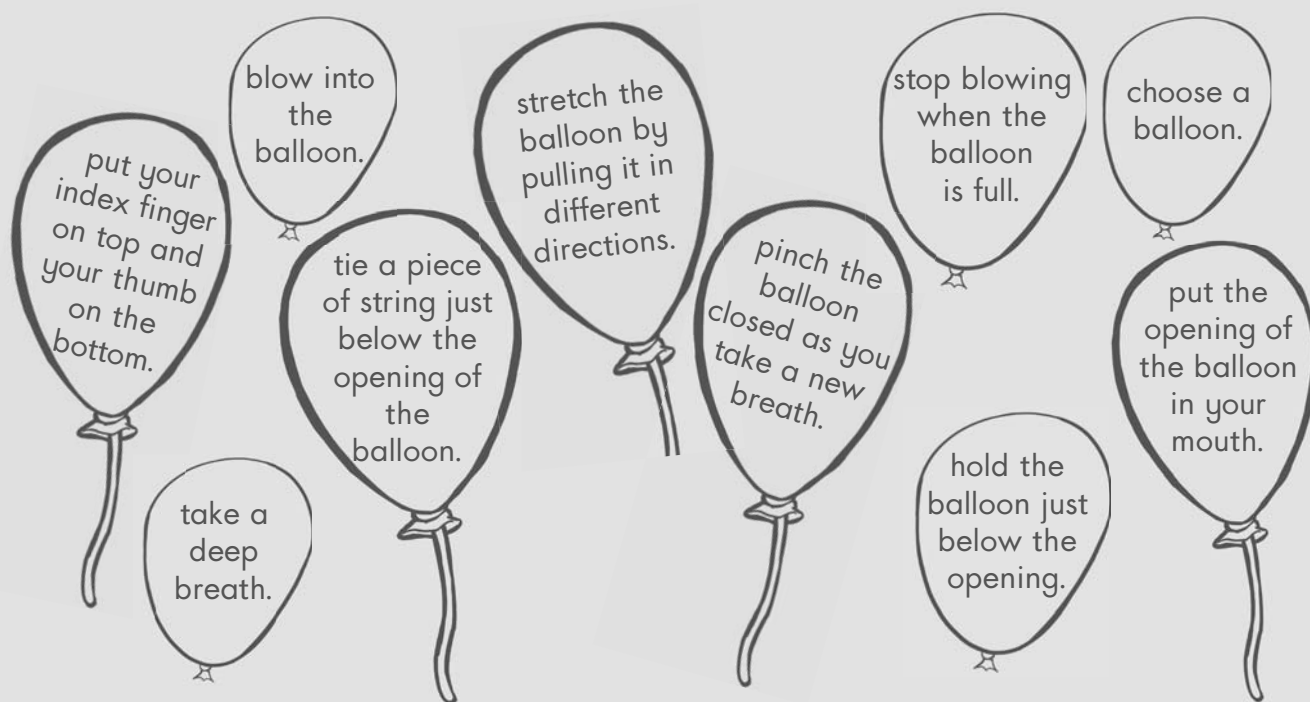
Use the command form of the verb.



Write instructions

Use what you have learnt about writing instructions on page 20 to write instructions on how to blow up a party balloon.

1. Give your list of instructions a heading.
2. List the materials that are needed.
3. Write the instructions in the balloons in the correct order.



How to blow up a party balloon

You will need: _____

First, _____

Second, _____

Third, _____

Fourth, _____

Fifth, _____

Sixth, _____

Seventh, _____

Eighth, _____

Ninth, _____

Lastly, _____