YEAR 5 · WRITING

Writing Instructions and Procedures

Help your reader follow each step clearly, in the right order.

Name _____ **Date** _____

YOUR TASK

Write instructions for a new Year 5 pupil explaining how to get their school bag ready for the next school day. Make your steps clear enough for them to follow on their own.

Helpful words: **Time connectives:** first · next · after that · then · finally **Imperative verbs:** check · gather · place · pack · remember

1 Plan your procedure

What might you need to check or gather?

What will you do first, next and last?

2 Write your instructions

Use numbered steps. Start each step with an imperative verb and link your ideas with time connectives.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

3 Read your instructions again. Have you…

- ☐ numbered your steps in order?
- ☐ used imperative verbs and time connectives?
- ☐ made each step clear for your reader?