

Mastering Instructional Writing

Learning objective: To identify and understand the key features of instructional texts, including imperative verbs, chronological markers, and layout devices.

Use these flashcards to test your knowledge of how to write clear, effective instructions. You can use them to quiz a partner or review your own understanding of non-fiction text types.

What is an imperative verb?

An imperative verb is a 'bossy' verb that gives a command or instruction, such as 'cut', 'mix', or 'fold'.

Why are subheadings used in instructions?

Subheadings help to organise the text into clear sections so the reader can easily find the information they need.

What does 'chronological order' mean?

It means the steps are written in the order they must happen, from the first step to the last.

Give three examples of time adverbials used in instructions.

First, Next, Then, After that, Finally, Meanwhile.

When should you use a numbered list instead of bullet points?

You should use a numbered list when the order of the steps is essential to completing the task correctly.

What is the purpose of an 'Equipment' or 'Ingredients' list?

It tells the reader exactly what items or materials they need before they start the task.

Max the monkey is writing a recipe. Why should he use short, clear sentences?

To ensure the instructions are easy to follow and avoid confusing the person reading them.

What is the function of a 'preamble' or 'introduction' in a set of instructions?

It explains what the outcome of the task will be and why the reader might want to complete it.

True or False: Instructions should use informal, chatty language.

False. Instructions should be clear, direct, and formal to ensure safety and accuracy.

Why might an instructional text include diagrams or pictures?

To provide a visual guide that helps the reader understand exactly how the object should look at each stage.