

Mastering the Art of Instructions with Kit the Fox

Learning objective: To identify, understand, and apply the key grammatical and structural features of instructional texts.

Read each flashcard to learn the essential components of writing successful instructions. Use these to help Kit the Fox write his technical manuals for his clever inventions.

What is an imperative verb?

An imperative verb is a 'bossy' or command verb used to tell the reader exactly what to do, such as 'cut', 'mix', or 'fold'.

Why are subheadings used in instructions?

Subheadings organize the text into logical sections, making it easier for the reader to find specific information quickly.

What does 'chronological order' mean?

It means the steps are written in the exact order that they need to be completed, from first to last.

What is the purpose of a fronted adverbial in instructions?

It describes when, where, or how an action should happen, often used to create a clear sequence, e.g., 'Carefully, pour the mixture...'

Why might you use bullet points or numbered lists?

They help to break down complex tasks into clear, manageable steps, ensuring the reader does not skip important details.

What is the role of a diagram in an instructional text?

A diagram provides a visual representation to help the reader understand what the finished result should look like or how parts fit together.

How do conjunctions improve instructions?

Conjunctions (like 'until', 'before', or 'after') help to explain the relationship between two actions, making the timing or conditions clear.

Explain why it is vital for instructions to be concise and accurate.

If instructions are vague or too long, the reader may become confused, leading to errors in the final result.

Compare and contrast a set of instructions with a storybook.

Instructions focus on process and clarity using imperative verbs, whereas storybooks focus on narrative, description, and character development.

What might happen if a writer forgets to include a list of 'Equipment Needed'?

The reader might start the process only to realize they lack the necessary tools, leading to frustration and an incomplete task.

Justify why instructions should always be written in the second person (using 'you').

Using 'you' addresses the reader directly, making the instructions feel personal and easier to follow as a set of personal actions.

If you were writing instructions for Kit the Fox to build a robot, how would you ensure the tone remains professional yet encouraging?

You would use clear, precise imperative verbs for the steps, but include helpful 'Top Tips' or encouraging notes to keep the reader motivated.