

Mastering the Art of Instructions with Kit the Fox

Learning objective: To identify, analyse, and apply the linguistic features of instructional texts, including imperative verbs, temporal connectives, and precise adverbial phrases.

Read each flashcard carefully to understand the components of writing effective instructions. Use the terminology to help Kit the Fox write his technical manuals.

Imperative Verb

A command word used at the start of a sentence to instruct the reader (e.g., 'Cut', 'Fold', 'Attach').

Temporal Connective

A word or phrase that links steps in time, such as 'First', 'Meanwhile', or 'Subsequently'.

Adverbial Phrase

A group of words that describes how, when, or where an action should be performed (e.g., 'Carefully insert the screw into the slot').

Chronological Order

Arranging steps in the exact sequence they must occur to ensure the task is completed correctly.

Why must instructions be written in a logical, chronological sequence?

Because if the order is altered, the reader may fail to complete the task safely or correctly.

Modal Verb

A verb that expresses possibility or necessity, such as 'must', 'should', or 'may' (e.g., 'You must wear safety goggles').

Technical Vocabulary

Specific subject-related words that ensure the instructions are precise and professional (e.g., 'chassis', 'calibrate', 'axis').

Explain why imperative verbs are more effective than passive voice in instructional writing.

Imperative verbs are direct and clear, reducing ambiguity and ensuring the reader knows exactly what action to take immediately.

Compare and contrast the use of bullet points and numbered lists.

Numbered lists are essential for sequential steps (chronology), whereas bullet points are better suited for lists of items, ingredients, or equipment.

What might happen if the adverbial phrase 'tightly' was omitted from the instruction 'Screw the bolt tightly into the base'?

The structure might be unstable or unsafe, as the reader would not know the required level of force or security needed for the connection.

Justify why Kit the Fox uses subheadings in his manuals.

Subheadings allow the reader to scan the document quickly to find the specific section they need, improving accessibility and clarity.

If a set of instructions cost £2.50 to print and you made 12 copies, what is the total cost?

£30.00 (12 x £2.50).