

Mastering the Manual: How to Build Your Own Masterpiece

Learning objective: To write a clear, sequential set of instructions using imperative verbs, adverbs, and organisational devices.

Follow this scaffold to create a professional guide for a task of your choice. Ensure your steps are logical and easy for a reader to follow.

Before you begin constructing your project, ensure you have gathered all the necessary equipment listed in the requirements section below.

Word bank: Firstly · Subsequently · Finally · Carefully · Precisely · Ensure that · Before you begin · Furthermore · In order to · Consequently

1. Title and Introduction: Write a catchy title for your instructions and explain what the reader will be able to achieve by the end. Start with: 'This guide will show you how to...' (2 marks)

2. Equipment List: List the essential items required, including any costs if applicable (e.g., '3 metres of string costing £2.50'). Start with: 'To complete this task, you will need:' (2 marks)

3. The Method (Steps 1-3): Write the first three steps using imperative (bossy) verbs. Start with: 'Step 1: Firstly, you must...' (3 marks)

4. The Method (Steps 4-6): Continue your instructions, focusing on detail and clarity. Start with: 'Step 4: Once you have achieved this, carefully...' (3 marks)

5. Safety and Final Tips: Add any crucial safety warnings or helpful advice. Start with: 'To ensure success, remember to...' (2 marks)

Extension challenge: Challenge: Add a 'Troubleshooting' section at the end of your instructions to help the reader solve common problems they might encounter while following your steps.