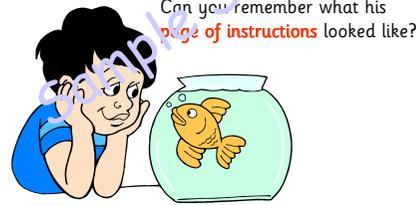


# How to write instructions

MD 2008



Do you remember how **instructions** helped Tommy to look after his goldfish?



## How to look after a goldfish

**What you need**  
a tank full of water  
goldfish food  
a goldfish

This is a list of everything that Tommy needs.

**What to do**

1. Give your goldfish a little pinch of food every day.
2. Keep his tank nice and clean.

The title explains what the instructions will help Tommy to do.

This is what he has to do. The steps are all in the right order.

Why do we need instructions?

Dusty discovered that instructions are really useful.

How to **do** something.

They can tell you...



How to **make** something.

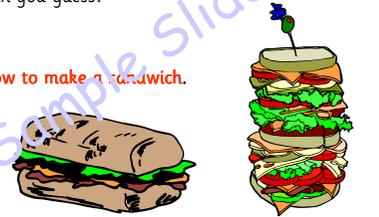
Instructions can tell you how to **do** something like... Can you guess?

**How to look after a pet dog.**



They can tell you how to **do** something like... Can you guess?

**How to make a sandwich.**



## How to make a jam sandwich

**What you need**  
2 slices of bread  
a knife  
butter  
jam



**What to do**

1. Put 2 slices of bread on a flat surface.
2. Use a knife to spread butter on one side of each slice of bread.
3. Spread some jam on top of the buttered sides of the bread.
4. Put the 2 slices of bread together so the jam is in the middle.
5. Enjoy eating your jam sandwich!

They can tell you how to do something like... Can you guess?

**How to clean your teeth.**



If Pod's spaceship landed in your garden and he invited himself to tea. Would you be able to tell him how to clean his teeth afterwards?



## How to clean your teeth

**What you need**  
a toothbrush  
tooth paste  
water



**What to do**

1. Squeeze a little bit of toothpaste on a toothbrush.
2. Put your tooth brush under the tap and add a little bit of water from the tap.
3. Gently brush all your teeth on both sides.
4. Rinse your mouth with water.
5. Remember to brush your teeth after every meal and before you go to bed.

Instructions can tell you how to **make** something like... Can you guess?



## How to make a newspaper hat

**What you need**  
a double sheet of newspaper  
things to decorate your hat with

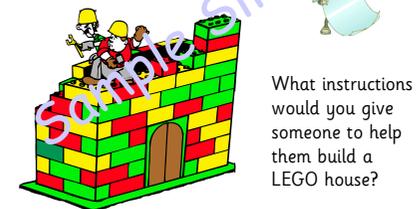


**What to do**

1. First fold the newspaper in half along its crease.
2. Then fold the newspaper in half again and open it up so the first folded edge is at the top.
3. After that, turn down one corner of the folded edge until it touches the middle line.
4. Then do the same with the other corner.
5. Next, fold one bottom edge up over the triangles.
6. Then turn the hat over and turn up the other edge.
7. Last of all, decorate your hat.

They can tell you how to **make** something like... Can you guess?

**How to make a LEGO house.**



Here are the things you need to do when you are writing instructions...

**Write** a title that starts with 'How to...'

**Make** a list of the things you need.

**Write** the steps in the order you need to do them.

**Use** bossy words - don't use I or we!



Can you tell which the **bossy** words are?



How to write the steps in the order you need to do them.

You can use **numbers** to list your steps in the right order.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

You can use **time words** to put your steps in the right order.

- First  
Second  
Next  
After that  
Lastly  
Finally

Could you think of other way?



Use **bossy words** when you write your instructions...

- write  
use  
make  
enjoy  
put  
mix  
spread
- squeeze  
fold  
remember  
decorate  
cut  
rinse

Bossy words are often called **bossy verbs**.

Look at lots of examples of instructions.

What **bossy verbs** can you find?

Here are some **bossy verbs** that Dusty found.

**Bossy verbs.**

