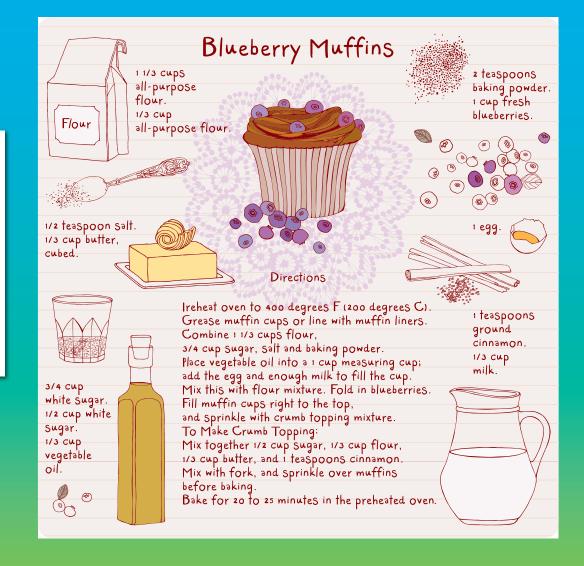
WRITING A PROCEDURE Purpose:

To give instructions and inform about how to do something.



Studyladder

Examples of Procedures:

scientific experiments, technical instruction booklets, directions, how to guides, recipes.





Structure:

- 1) <u>Goal:</u>
 - Opening statement of aim or goal.
- 2) <u>Equipment:</u>
 - List of the required materials/equipment/ingredients needed to complete the task, in order of use.
- 3) <u>Steps:</u>

A series of steps needed to be taken to complete the task in chronological order.

Structural Features:

- * Use a title. * List materials.
- * Organise steps in numbered paragraphs.

Language Features:

- * Uses present tense.
- * Uses commands.
- * Uses action verbs at the beginning of each instruction.
- * Uses technical language and precise vocabulary.
- * Uses adverbials for time, place or manner.

Questions To Ask Yourself:

- * What is the first thing I need to do?
- * What equipment do I need to do it?
- * What word best describes the action I have to take?
- * What is the technical name for the object or action?