



Writing INSTRUCTIONS knowledge organiser

Prior learning and an overview



- Written simple numbered instructions in chronological order
- Followed and written simple two-step verbal instructions
 - Imperative verbs.

Instructions tell people how to do or make something. They give information on how to complete a task in order.

Content - What am I writing about?

- 'How to...' guides show and tell us how to do different things, e.g. 'How to make a paper aeroplane'.

- You are writing instructions to tell someone how to care for a dragon.



Language - What words and techniques should I use?

Be very clear! The reader must be able to easily follow what you are telling them to do.

Imperative Verbs	put, place, incubate, keep, create, hold, flap, run, jump, reward, make, monitor
Nouns (people, animals, places, objects)	e.g. rather than 'eggs', be more exact, 'dragon eggs'.
Adjectives (describes a noun)	rather than 'blanket', be precise 'warm blanket.'
Time adverbs	first, next, then, after that, finally, afterwards, hourly, weekly, regularly, eventually
Adverbs (adds to the verb)	gently, carefully, quickly, slowly, gradually
Coordinating conjunctions	and, but, so
Subordinating conjunctions	because, when, if, since, until,
Simple Present Tense	First, put a warm blanket over the eggs.
If-clause	Something that could/should happen based on the main clause -If it can't hear you, go closer.

Structure - How do I set my instructions out?

- A title to tell the reader what you are writing about.
- An opening statement to interest the reader, telling them what the instructions are about.
- A list of ingredients or equipment.
- A method (what to do) in chronological order.



Punctuation . ? !	
Capital letters (ABC)	- T he boy went to the shop. He went with O liver.
Full stops (.)	-Next they went to the zoo.
Question marks (?)	-Where did they go?
Exclamation marks (!)	-What a lovely meal!
Apostrophe for possession (')	-The dragon's toys.
Commas in a list (,)	-First make a nest from twigs, leaves and grass.