IT'S ALWRITE! · STUDY GUIDE · TEXT TYPE 16 OF 18

Sets of Instructions and Guidelines

IN A SENTENCE Instructions are the only text in this book that the reader follows with their hands as well as their eyes.

LAYOUT TEMPLATE

Sets of Instructions and Guidelines

Use this skeleton to plan your instructions. The numbers follow the order the reader uses each part.

1. **How to ...**
   states the task clearly
2. **Introduction** *who it's for · what they'll achieve · time*
3. **You will need**
   · *equipment*
   · *ingredients / materials*
   · *quantities*
4. **Diagram or photo**
   optional
5. **Steps**
   · *1. imperative verb first*
   · *2. one action per step*
   · *3. exact times + quantities*
6. **Tip / Warning**
   clearly marked
7. **Finish**
   how to know it worked · what if it didn't

My plan

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.