We write instructions to explain how to make or do something.

We want the reader to be able to follow the instructions and do the task on their own!
You can find instructions in lots of different places. Here are some examples:

- Recipes
- DIY Manuals
- Game Instructions
- Science Experiments
- Packaging Instructions
- Craft Instructions
- Video Tutorials
- Directions
Instructions are always in chronological order... that’s a fancy way of saying ‘time order’. They should have:

**A Title**
What is going to be made or achieved by following your instructions? What is the finished product?

**What you need...**
A list of materials, ingredients, equipment or tools that you need to complete the task!

**What to do...**
Explain what to do, one step at a time, in the correct order! You can add numbers to each step to show the order, or use bullet points.

**Pictures**
Your instructions should be clear and simple to follow without any pictures. But photos and labelled diagrams will really help your reader to follow the instructions easily.
Here are some examples of different instructions. Can you see how the information is arranged?
Make the reader excited
Add an introduction telling the reader how amazing (or delicious) the final product is! You could also ask them a question, e.g. Have you ever...? or Would you like to...?

Think about Safety
It’s important that your readers don’t get hurt when they are following the instructions. Tell them about any steps that might be dangerous and explain how to make it safer, e.g. Ask an adult to help you here or cut carefully along the line.

Make it sound easy!
Tell the reader how easy it is to complete your instructions, e.g. In just four easy steps... or anyone can make this!

Use subheadings in each section
Each part of your instructions should have a subheading to separate them.

Add a Top Tips section
Add some bonus information to help your readers. These could help them with a tricky part or give them different ways of making the finished product even better!

Make your instructions even better by adding some of these extra features!
How to make a cup of tea.

How to make a sandwich.

How to make a glass of orange squash.

How to make toast.
How to make a salad.

How to make the most disgusting meal in the world.

How to make a fruit smoothie.

How to wash your hands.
You will need

- Green Card
- Scissors
- A pen or pencil
- Glue (optional)
- Wobbly eyes (optional)

Step 1
Fold the card in half lengthwise.

Step 2
Draw a lizard shape with a snout, two legs and a tail.

Step 3
Carefully cut along the lines that you have drawn.

Step 4
Draw zig-zags along the lizard’s back to make scales.

Step 5
Cut the scales out.

Step 6
Draw eyes on your lizard. If you have some wobbly eyes and glue, use these.

Step 7
Open out your lizard and write a message on the inside!

Try using some red paper to add a tongue to your lizard!
Can you think of any other decorations to make your card even better?

Make and send this cute card to a friend. What are you waiting for?
<table>
<thead>
<tr>
<th>Use an electric whisk to mix the ingredients together.</th>
<th>Wait until the cakes are cool and decorate them if required.</th>
<th>Place the ingredients in a bowl.</th>
<th>Divide the mixture evenly between the cake cases.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First, preheat the oven to 180°C.</strong></td>
<td><strong>Bake the cupcakes in the oven for 20 minutes.</strong></td>
<td><strong>Next, place twelve cake cases on a baking tray.</strong></td>
<td><strong>Whisk the ingredients until the mixture is light and creamy.</strong></td>
</tr>
</tbody>
</table>

[Image of cupcakes being mixed and baked]
My instructions teach people how to...

I have included:
- A **title** that explains what the instructions are for.
- An **introduction** to make the reader excited about the task.
- A list that shows **what the reader needs**.
- **Clear and simple steps** that:
  - are in the **right order**,
  - are **numbered**, have **bullet points** or use **time connectives**,
  - use **imperative verbs**,
  - are in the **second person** and the **present tense**.
- **Pictures** and labelled diagrams.
- **Subheadings** to separate each section.
- **Top tips** and **safety advice** to help the reader.

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- A **title** that explains what the instructions are for.
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- **Subheadings** to separate each section.
- **Top tips** and **safety advice** to help the reader.
After

Later

YES

finally
<table>
<thead>
<tr>
<th>Instructions should have clear and simple steps so you don’t confuse the person reading them. Can you make these instructions easier to understand?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up an egg, gently hit it against the side of a cup and empty the contents into a clean bowl.</td>
</tr>
<tr>
<td>Open the fridge and take out the butter. Take off the lid. Get a knife and use it to scoop some butter. Rub the knife onto your toast.</td>
</tr>
<tr>
<td>Hold the two shortest sides of the paper and bend them together. Squeeze them so that the paper is now in half.</td>
</tr>
<tr>
<td>When you hear the sound of the whistle, move one leg in front of the other as quickly as you can.</td>
</tr>
<tr>
<td>When Player One has rolled the die, they should hand it to Player Two, who should then roll it too. The person with the highest score moves their counter first.</td>
</tr>
</tbody>
</table>
Thank you for looking at our preview resources. We hope that they are useful to you.

Join us today to download thousands of resources from our popular Teaching Packs!

Mark and Helen