

# Instructions Checklist

## Purpose:

- To tell someone how to do or make something

## Title/Opening

- Is it simple and clear?
- Does it explain what the instructions are about?

**Tip** – Using 'how to' helps

### Example

*How to Make a Cup of Tea*

- Have you explained why the instructions are needed or who they are for?

## List of What is Needed

Have you **listed** the materials, equipment or ingredients needed?

## Stages

- Have you explained what to do **step-by step**?
- Have you written in **time order**?
- Have you used **time connectives**? **First...Next...Then...**, etc.
- Have you written in the **present tense**?

## Ending

Do you end by evaluating how useful or how much fun this will be?

Have you used bullet points, numbers or letters to help the reader?

Have you used short, clear sentences?

Have you used imperative (bossy) verbs?

Do you need to include diagrams to help the reader?

Have you made the instructions sound easy?

Don't forget to read through your instructions when you have finished – do they work?

# **Making Choices Teaching Writing In The Workplace Instructional Activities Manual**

**Holly S. Hudspath-Niemi, Mary Lou  
Conroy**



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