

Instruction Toolkit



Nursery/Reception	Y1/2: as in N/R & ...	Y3/4: as in Y1/2 & ...	Y5/6: as in Y3/4 & ...
To instruct the reader:			
<ul style="list-style-type: none"> • Compose a <i>How to...</i> title to tell the reader what it is about: How to bake bread. • Compose simple lists of what you need. • Tell people the order in which to do things by using time openers: First, ... Next, ... After that, ... Finally, ... • Give clear instructions and tell people what to do using bossy verbs (imperative): put, add, stir, cut, mix, etc. • Compose simple, clear sentences: First, <u>put</u> the flour into the bowl. Next, <u>add</u> the yeast and salt. After that, <u>stir in</u> the sugar. 	<ul style="list-style-type: none"> • Hook your reader with an interesting title: How to look after a pet dragon. • Hook reader's interest with a rhetorical question: Have you ever wanted to keep a unique pet? • Speak directly to the reader to engage them using personal pronouns: What <u>you</u> need: • Tell people the order in which to do things by using a wider range of time adverbials: Now, ... Then, ... Once..., While ... , When ... , • Clearly tell the reader what to do by using a range of bossy verbs (imperative) linked to the task: place, add, find, check, lay, etc. • Add important detail by choosing precise, relevant adjectives: Then, wrap him up in a <u>cosy</u> blanket. • Explain how to do something with precise adverbs: Next, <u>carefully</u> place the dragon feast on a smooth, flat rock. • Make the position of things clear by using the right preposition: on top of, beneath, behind, etc. 	<ul style="list-style-type: none"> • Provide assurances to your reader using modal verbs: This set of instructions <u>can</u> ... These simple steps <u>will</u> ... • Tell people the order in which to do things by using a more sophisticated range of time adverbials: Immediately after ... , As soon as ..., Before ... , During ... , Whilst ... , • Advise and warn the reader through a range of subordinate clauses: <u>Without spilling it,</u> transfer the liquid to ... ; <u>Ensuring that the dragon is not nearby,</u> place the food upon ... • Add in examples to help the reader understand the instruction: First, gather dragon food <u>such as mice, rats and other lesser creatures.</u> • Add explanation using a variety of subordinating conjunctions, e.g. <i>because, since, as</i>: Do not over-heat your mixture <u>as</u> this will result in a brown, sludgy mess. • Add in expert advice: IMPORTANT – this needs to be deep enough to hold the dragon. 	<ul style="list-style-type: none"> • Consider your audience and vary your tone and formality for a desired effect: <ul style="list-style-type: none"> – Formal and insistent: These regulations are intended for the use of ... – Formal and friendly: Should you like to follow these instructions ... – Informal and chatty: Don't fret! Follow these instructions and you'll be just fine! • Drop in important information to explain and clarify with relative clauses: Whilst positioning the bait, <u>which should have been ...</u>, • Weave in other non-fiction purposes, such as explanation: Take your machine into the bedroom and place it on the floor. <u>It is quite easy to carry because it is made of a light metal called aluminum so that children can easily use it.</u> • Explain any technical language which may cause confusion: Ensure that there is sufficient tension (pull) in order to ... • Give expert advice to avoid common errors: Do not be fooled – dragons are in the main very stupid and only think of eating and sleeping. • Explore humour to engage the reader.

Instruction – structure



Nursery/Reception	Y1/2: as in N/R & ...	Y3/4: as in Y1/2 & ...	Y5/6: as in Y3/4 & ...
To structure instructional writing:			
<ul style="list-style-type: none"> Begin with a <i>How to</i> title: How to bake bread. Compose a list of what you need. Compose a series of simple sentences that tell the reader what to do. 	<ul style="list-style-type: none"> Begin with a clear title: How to look after a pet dragon. <p>Beginning</p> <ul style="list-style-type: none"> Tell the reader what the instructions are about: These instructions will help you care for your very own dragon. <p>Middle</p> <ul style="list-style-type: none"> Guide your reader by using subheadings for key parts: <ul style="list-style-type: none"> What you need: What you do: Final comment/top tip: Introduce a list of essential items with a colon: What you need: a whistle, a metal bucket and plenty of dragon food. List the instructions in the right order using numbers, bullet points or the alphabet. <ol style="list-style-type: none"> Use drawings or photos to show the reader how to do something. <p>End</p> <ul style="list-style-type: none"> Add any special extra tips or points that might help the reader. 	<p>Beginning</p> <ul style="list-style-type: none"> Develop your opening so that it persuades the reader and encourages them to read on: Are you kept awake by the sound of trolls tramping through your garden? Are you fed up with these troublesome beasts rustling through your rubbish bins? If you have a troll in your area, you will need to act – fast! Read on and soon you will be rid of those pesky terrors. <p>Middle</p> <ul style="list-style-type: none"> Guide your reader clearly by using more sophisticated subheadings: <ul style="list-style-type: none"> Ingredients: Method: Important things to note: Include diagrams alongside the text to clarify specific meaning. <p>End</p> <ul style="list-style-type: none"> Add conclusions to wrap up, summarise and reassure the reader: Follow these directions carefully and you will never need to ...; These simple instructions should enable anyone to ... 	<ul style="list-style-type: none"> Manipulate the organisation of your writing to suit the audience: a poster, leaflet, public notice, diagram, recipe, rules for a game, etc. Consider how you may feature other non-fiction purposes, such as paragraphs of explanation and information. Consider how other purposes can be incorporated as part of the main text or as additional asides. Use flow charts and detailed drawings to add clarity to complex instructions. End with additional sections that add expert advice or personal reflection.