

# Instruction Toolkit



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

# Instruction – structure



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