

K12ELA7
Unit 3
Directions for Written Instructions

Directions: You are being asked to create a written set of instructions on a topic of your choosing. The purpose of this assignment is to learn and practice how to write clear directions and break down processes into a sequence of steps or a step-by-step format. **This is true technical writing – not in essay format.**

The Situation: You will be writing clear and concise instructions in a step-by-step format for a procedure of your choice. Anyone who reads or listens to your written set of instructions should be able to complete the assigned task.

The Task:

Prewriting:

- Make sure you understand the sequence of events in the process.
- Use a graphic organizer to list steps in order.
- Work the process backward to see if you missed a step.
- If possible, watch a person performing the task.

Written Instructions Format

Title: Include a clear and specific title, centered.

Introduction: The introduction should be short, state the objective (goal) of the instructions, list necessary materials, and define any necessary terms and tools, parts, materials, and so forth.

Body:

- The body consists of numbered steps in a logical order (use the graphic organizer – should be a **minimum** of 10 steps).
- Include any warnings or precautionary statements before a step, if necessary.
- Begin short sentences with action verbs (do something).
Correct example: Squeeze extra dye out of the fabric over an empty sink.
Incorrect example: You will need to use a sink to squeeze the extra dye out of the fabric.
- Place explanations after a step, if necessary.

Conclusion: For your conclusion, include any troubleshooting advice (what to do if something goes wrong, technical tips, precautions, etc.).

Diagram: Include a visual aid or diagram, with labeled parts.