



Writing instructions

Writing that is clear and well organized is easier to understand. Remember, when you write, you want your reader to know exactly what you mean.

Let's practice. Try writing your own set of instructions. Choose one of the following:

- How to make your favorite dessert
- How to get from your home to your friend's house
- How to complete a workplace task, like leaving a voicemail
- How to perform a skill, like hemming a pair of pants
- Or another set of instructions that you could use in real life

If you're not sure where to start, have a look at the checklist below.



How to write clear, easy-to-follow instructions:

- Include a title or a heading that tells the reader what your instructions are for.
- List all the materials or supplies your reader will need to complete the instructions.
- List the steps the reader will need to take to complete the instructions. Put them in order from first to last.
- Keep your sentences short – include point form when you can.
- Focus on one idea per line. Don't try to say too much at once.
- Include what's necessary. Don't leave anything important out, and don't add anything extra that might confuse the reader.

Use the space below to write out your instructions.

Title: _____

Materials needed:

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-
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-
-

Instructions:

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Once you're done writing your instructions, read them over. Are your instructions clear, and easy to follow? Did you follow the suggestions on the checklist? It's ok to make changes if you need to.



To make sure your instructions are clear and easy to understand, ask a family member or a friend to try following them.