

RESOURCE SHEET

3

KEY FEATURES CHECKLIST

Use the checklist to check your recipe for the key features of instructional writing.



Instructions should have:	Self-check	Peer check
A purpose which is clearly stated at the beginning.		
The steps listed in chronological order .		
A format (e.g. recipe = ingredients and method).		
Imperative verbs used directly (You should turn off the computer) or indirectly (Turn the printer off).		
Verbs which are active , simple present (you cut and fold).		
Conjunctions that show time being used (first, then, when).		
Detailed information is given on how (carefully, with the scissors).		
Detailed factual description is given (e.g. shape, size, colour, amounts).		