Instructional writing checklist

|  |  |
| --- | --- |
| I have included: |  |
| An Introduction which :Asks two questionsInvites the reader to read onExplains why these are the best instructions |  |
| An explanation of what is needed in order to carry out these instructions (equipment list) |  |
| A method or list of instructions- numbered, bullet points or separated into sections |  |
| Have written my steps in chronological order using time adverbials  |  |
| Accurate descriptions and technical language |  |
| Tips and extra advice for the reader  |  |
| A conclusion directed at the reader |  |
| I have used a wide range of sentence types – not all simple and conjunctions |  |
| I have used a variety of punctuation . , : ; ‘’ ! ”” … ( ) |  |