

Procedures

What are procedures and why do we write them?

Procedures tell us how to do or make something through a sequence of steps. Procedures are written in two different forms. Both of these forms use the command form of the verb. However, one is numbered, while the other uses time words to sequence the steps to be performed.

For example: **Cut** the paper in half or Firstly, **cut** the paper in half.

What are the different forms?

As mentioned earlier, there are two forms of procedures:

1. How to make, for example: recipes, art and craft project.
2. How to follow, for example: instructions, rules of a sport or game.

What structure is needed in a procedure?

A procedure is written in a way that is easily organised and set out. This makes it a lot easier for the reader to follow the instructions and to complete a recipe, project, or game successfully. A procedure needs:

1. an end goal
2. materials/equipment/ingredients
3. steps/method/rules/instructions

What are the main language features?

1. Language of imperatives (command verbs)

For example: **Cut** the paper in half.

2. Language to indicate time/sequence words

These are also known as time connectives, for example: **Finally**, cut the cake and serve.

3. Language of description to indicate place, time and manner

- Adverbs and adverbial phrases of **place**, for example: Stop **at the corner of the street**.
- Adverbs and adverbial phrases of **time**, for example: Leave the clothes to soak **overnight**.
- Adverbs and adverbial phrases of **manner**, for example: **Carefully**, tear up the paper.
- Adverbial phrases to **describe nouns**, for example: Pour the batter into the **large, microwavable plastic bowl**.