**A sample for descriptive writing:**

**To brew coffee in a coffee machine:**

Ensure that the Ready (solid red) light is ON before brewing coffee.

When the machine starts brewing coffee, the green light blinks. The green light stops blinking once the coffee is ready.

Note: Decaffeinated coffee is available in orange bags and regular coffee is available in blue bags.

To avoid coffee from overflowing, keep an empty coffee pot in the basket before starting to brew. Also, make sure that the coffee pot is aligned with the machine’s tap.

**A sample for procedural writing:**

To withdraw money from an Automated Teller Machine (ATM), please do the following:

1.       Insert your ATM card into the designated spot of the ATM.  
Wait for the machine to process your information.

2.       Enter the amount that must be withdrawn when prompted.

3.       Enter your Personal Identification Number (PIN) in the ATM.  
Wait for the ATM to process your data and extract the required amount.

4.       Collect your money from the ATM and eject your card when the ATM prompts you to remove the card.