

WRITING INSTRUCTIONS

An instruction is a direction for carrying out a procedure or for performing a task. It can be oral or written. It is a piece of information passed on to the reader regarding what he/she should do/ and shouldn't do. It is a step-by-step guide explaining how to make or do something.

Examples:

Write a few instructions on' How to prepare yourself to excel in interviews

1. Keep all the documents (resume, passport size photos, mark sheets, certificates, etc.) ready in a formal folder
2. Remember to dress for success.
3. Prepare responses to common interview questions including your introduction, strengths and weaknesses.
4. Arrive at the venue 30 minutes before the reporting time- allow you to get settled and ask previous interviewees for feedback on their interviews.
5. Keep your body language in check-
 - a) Dos: smiling, making eye contact, having solid posture, active listening, nodding
 - b) Don'ts: slouching, looking in the distance, playing with pen, fidgeting in chair, mumbling
6. Before entering the interview room, put your phone on silent mode or switch it off.
7. Research the responsibilities for the job, and practice answers to why you have applied and what value you can add in the role.
8. Research the company you have applied for and at the end of the interview ask relevant questions to the interviewers. This shows your interest.

Write eight instructions to keep your body fit at 40

1. Make sure you eat too less before you sleep; let your supper be light meal that includes fruits, follow it up with a walk if possible; or small activity that relaxes you such as reading a book or listening to soothing music. If hunger pangs strike you again, sip buttermilk or milk.
2. Drink 8-12 glasses of water a day; water by itself is a great detoxifying agent.
3. Maximise physical activity and incorporate yoga into your everyday routine.
4. Get started on an annual medical check up to catch emerging diseases early. Find a great physician who understands your body and knows your medical history.
5. Go for a weekly oil massage for the whole body. Gingelly oil is the best. Self-application works too, the massage must be done top-down generally and in a circular motion for the face. This improves blood circulation, nerve strength and helps fight stress.
6. Eat protein rich food. Sundal made with different grams and pulses are ideal.
7. Avoid curd at least dinner time, as it increases cholesterol. Switch to buttermilk.
8. Eat on time. Stick to home cooked food.

Write a few instructions for succeeding on the day of the examination.

1. Wake up early so that you do not need to rush through having breakfast and getting ready.
2. Check the venue and time of the exam to make sure that you have not confused the day/time/venue.
3. Have a balanced breakfast and eat nothing risky. Bananas are always a good option.
4. Before leaving home, check that you have everything that you will need –ID, stationary, map to the exam venue, etc.
5. Head to the exam with plenty of time. A lot of unexpected events can happen on your way there and you do not want to be late.
6. If there are people around who are panicking, avoid them. They are not doing any favour.
7. Go to the toilet before exam starts. Exam can be quite long and there is no time
8. Remember to write your register number on the exam paper. You would not believe how many people have forgotten to do it.
9. Read all the questions carefully before starting and quickly plan how much time to allot to each.
10. Start answering the questions that you feel most confident about. There is no need to answer the questions in order.
11. If your brain freezes, just start writing anything and you will soon be remembering more details.
12. Don't spend more time than you planned on a particular section/ question or you might run out of time to answer other questions.
13. Use every minute of the exam and if you have time left, review your answers before handing back the answer script.
14. Stay calm. You have done your homework and have nothing to fear.