

Instruction

Exampler

Instruction of how to compost

Compost is the single most important supplement you can give your garden. It's a simple way to add nutrient-rich humus to your lawn or garden that fuels plant growth and restores vitality to depleted soil. It's also free, easy to make, and good for the environment. See below for a guide on how to get composting in your own garden.

How to Compost

1. Start your compost pile on bare earth. This allows worms and other beneficial organisms to aerate the compost and be transported to your garden beds.
2. Lay twigs or straw first, a few inches deep. This aids drainage and helps aerate the pile.
3. Add compost materials in layers, alternating moist and dry. Moist ingredients are food scraps, tea bags, seaweed, etc. Dry materials are straw, leaves, sawdust pellets and wood ashes. If you have wood ashes, sprinkle in thin layers, or they will clump together and be slow to break down.
4. Add manure, green manure (clover, buckwheat, wheatgrass, grass clippings) or any nitrogen source. This activates the compost pile and speeds the process along.
5. Keep compost moist. Water occasionally, or let rain do the job. Cover with anything you have - wood, plastic sheeting, carpet scraps. Covering helps retain moisture and heat, two essentials for compost. Covering also prevents the compost from being over-watered by rain. The compost should be moist, but not soaked and sodden.
7. Turn. Every few weeks give the pile a quick turn with a pitchfork or shovel. This aerates the pile. Oxygen is required for the process to work, and turning "adds" oxygen. You can skip this step if you have a ready supply of coarse material like straw. Once you've established your compost pile, add new materials by mixing them in, rather than by adding them in layers. Mixing, or turning, the compost pile is key to aerating the composting materials and speeding the process to completion.

That's all there is to it! Get out there and give your plants the love they deserve.

Audience+ Purpose

- Telling people exactly what to do in precisely which circumstances
- Thoughtful and detailed analysis of what is required
- The audience will be specified in the task, but is likely to be the Average family - competent in language and understanding, but not necessarily very sophisticated.

Register+ Tone

- Based on the audience
- Generally semi-formal
- Direct, clear and supportive tone

Conventions

- Have a clear and focused heading/title.
- Include a short introduction and conclusion.
- Set out the instructions clearly, using techniques such as bullets, sub-headings, numbering, etc.
- Directly address the intended audience.

Useful Languages

Before you start, ensure that... / Make sure you have...

The aim/purpose of these instructions is to...

Once [Step X] is complete,... / Having done this,...

Subsequently,... / Following this,...

Meanwhile,... / While [Action A] is happening,... (For simultaneous actions)

Ensure that... / Make sure (that)... (e.g., Ensure that the device is switched off.)

Check that... / Verify whether...

This is necessary for... / This ensures that...

Failure to do this may result in... (Warning)

Caution: ... / Warning: ... (Strong)/Important: ... / Note: ... / Please note: ... (General)

Be careful not to.../Avoid [action].../Do NOT [verb]...

Alternatively,... / If preferred, you can...

You should now see/have... (Desired outcome)

Double-check that all steps have been followed correctly.

How to choose it in paper1

An elderly member of your family has recently purchased a new computer but is having great difficulty sending emails from it. They desperately want to contact you and the rest of the family and are growing frustrated with their lack of technical skills. You empathise with their frustration and have decided to help. Write a text providing advice, a breakdown of the process and clear, concise explanations.

Essay

Instructions

Brochure