

Format for Writing Instructions

1. Overview or Orientation

- what is the task?
- how many steps does it have?
- why is the task necessary?
- what tools are needed?
- what are the ingredients or parts?
- what will be the outcome?
- are there cautions or warnings?

2. Step-by-Step Explanation

a) Explain Step 1

- define Step 1
- give purpose or goal of Step 1
(optional) list parts equipment or ingredients
- (optional) show illustration
- present chronological details of Step 1
- explain how Step 1 leads to Step 2

b) Explain Step 2

- repeat stages of Step 1 explanation

3. (Optional) Conclusion

- include only if it will increase
reader's understanding of
Sequence, Theory or Applications