**Writing Instructions**

**To change a description of a process written in passive voice into a set of imperative instructions, follow these simple steps:**

**Step 1: Identify the Passive verb**

* **Look for verbs in the passive voice (be + past participle).** 
  + Example: "The ingredients **are mixed."**

**Step 2: Change the Verb into Active Voice**

* **Remove the auxiliary verb (is, are, was, were) and rewrite the sentence using a direct command.** 
  + **Example:** 
    - **Passive: "The dough is kneaded until smooth."**
    - **Imperative: "Knead the dough until smooth."**

**Step 3: Place the Action at the Beginning**

* **Start each instruction with a strong verb (e.g., "Cut," "Stir," "Press").** 
  + **Example:** 
    - **Passive: "The vegetables are chopped finely."**
    - **Imperative: "Chop the vegetables finely."**

**Step 4: Remove Extra Words for Conciseness**

* **Imperative sentences should be short and direct.** 
  + **Example:** 
    - **Passive: "The paper is carefully folded in half."**
    - **Imperative: "Fold the paper in half carefully."**

**Step 5: Use a Commanding Tone**

* **Instructions should sound direct and actionable.**

**Step 6: Number or Bullet the Steps (If Needed)**

* **This makes the instructions clearer and easier to follow.**

**Sample: How to Change the Oil in a Car**

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| **Instruction Writing as a Paragraph Using Passives** | **Instruction Writing as a List Using Imperatives and Sequencers** |
| To change the oil in a car, first, the engine is run for a few minutes. Then the engine is switched off. Now the oil drain plug is taken off, the old oil is emptied into a container and the oil drain plug is put on. Next, the oil filler cap is taken off and the new oil is poured in. Finally, the oil filler cap is put back on. | * *First, run the engine for a few minutes.* * *Next, switch off the engine.* * *Now take off the oil drain plug.* * *After that, empty the old oil into a container.* * *Then put the oil drain plug on.* * *Next, take off the filler cap.* * *Pour in the new oil.* * *Finally, put the oil filler cap back on.* |

**The steps to follow to change a set of instructions written in imperative style into a description of a process using the passive voice:**

**Step 1: Adjust the Sentence Structure**

* **Ensure the object of the imperative sentence becomes the subject of the new sentence.** 
  + **Example:** 
    - **Imperative: "Heat the water."**
    - **Passive: "The water is heated."**

**Step 2: Identify the Imperative Verbs**

* **Look for command verbs (e.g., "Mix," "Cut," "Add," "Measure").**
* **These verbs typically start each step in imperative instructions.**

**Step 3: Change the Verb into Passive Voice**

* **Convert active verbs into passive form by adding the correct form of "to be" + past participle.** 
  + **Example:** 
    - **Imperative: "Mix the ingredients."**
    - **Passive: "The ingredients are mixed."**

**Step 4: Add Logical Connectors if Needed**

* **Use words like *first, then, next, after that, finally* to maintain the sequence of steps.** 
  + **Example:** 
    - **"First, the flour is sifted. Then, the eggs are added."**

**Step 5: Ensure Consistency in Tense**

* **Use present simple passive for general processes:** 
  + **Example: "The fabric is cut into pieces."**
* **Use past passive for past processes:** 
  + **Example: "The fabric was cut into pieces."**

**Step 6: Review and Edit for Clarity**

* **Check that the passive transformation maintains the original meaning.**
* **Make sure the text flows smoothly as a process description.**

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| **Instruction Writing as a List Using Imperatives and Sequencers** | **Instruction Writing as a Paragraph Using Passives** |
| * *First, run the engine for a few minutes.* * *Next, switch off the engine.* * *Now take off the oil drain plug.* * *After that, empty the old oil into a container.* * *Then put the oil drain plug on.* * *Next, take off the filler cap.* * *Pour in the new oil.*   *Finally, put the oil filler cap back on.* | To change the oil in a car, first, the engine is run for a few minutes. Then the engine is switched off. Now the oil drain plug is taken off, the old oil is emptied into a container and the oil drain plug is put on. Next, the oil filler cap is taken off and the new oil is poured in. Finally, the oil filler cap is put back on. |