

## Student checklist for instructional/procedural writing

### Structure

The purpose of the activity is stated at the beginning.

The materials/activities are listed in order.

The layout of the text is easy to follow. Steps may be numbered.

The steps are in chronological order.

### Language

The reader is addressed: directly (**You** *should turn the printer off before shutting down the computer*); or indirectly (**Turn** *the printer off before shutting down the computer*).

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#### Verbs are:

> active

> simple present to indicate timelessness (*you cut, you fold*)

> imperatives (*cut, fold*).

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Conjunctions that show time are used (*first, then*).

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Detailed information is given on: how (*carefully, with the scissors*); where (*from the top*); when (*after it has set*).

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Detailed factual description is given (*shape, size, colour, and amount*).

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Modality may be used to show the degree of obligation (*You **should** finish your homework within one and a half hours*).

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Taken from:

<http://goo.gl/ouWfyb>