

**RESOURCE SHEET**

**3**

**KEY FEATURES CHECKLIST**

Use the checklist to check your recipe for the key features of instructional writing.



Instructions should have:	Self-check	Peer check
A purpose which is <b>clearly stated</b> at the beginning.		
The steps listed in <b>chronological order</b> .		
A <b>format</b> (e.g. recipe = ingredients and method).		
Imperative verbs used <b>directly</b> (You should turn off the computer) or <b>indirectly</b> (Turn the printer off).		
Verbs which are <b>active</b> , simple present (you cut and fold).		
Conjunctions that <b>show time</b> being used (first, then, when).		
<b>Detailed information</b> is given on how (carefully, with the scissors).		
<b>Detailed factual description</b> is given (e.g. shape, size, colour, amounts).		