



Let's create a

PROCEDURE

The purpose of a procedure is to INSTRUCT the audience.

STRUCTURE:

- **AN AIM OR TITLE**
This tells the audience what they will be learning, making or doing.
- **SUB-HEADINGS**
Such as materials, what to do, warnings or notes.
- **SEQUENCE OF STEPS**
This is the step-by-step instructions, listed in the correct order.
- **ILLUSTRATIONS, DIAGRAMS OR PHOTOS**
These help the audience to follow the instructions.

LANGUAGE FEATURES

- **ACTION VERBS**
These usually appear at the start of the sentence and help the audience know exactly what to do.
- **CONNECTIVES AND CONJUNCTIONS**
These help the audience follow the steps in order
- **PROVIDE LOTS OF DETAIL**
Tell the audience how, where and when.
- **TIMELESS PRESENT TENSE**
There is no 'time' in a procedure. The audience is doing it now.

TYPES OF PROCEDURE

- Directions
- Recipes
- Instructions
- Rules