INSTRUCTIONS

The purpose of an instructional text is to help people how to learn something by providing a step-by-step guide.

Features of an explanation text

A statement explaining what is to be achieved by following the instructions. *How to make a jam sandwich.*
Equipment or materials list *You will need the following materials:* *– One jar of jam.* *– A knife.*
Sequenced, chronological steps *First, place one piece of bread onto a clean work surface.*
Diagram or illustration
Present tense *place, put, write, spread*
Imperative verbs (commands) *Spread the jam across the slice of bread.*
Detailed information (use prepositions and precise vocabulary – quantifiers – how many?) *across the slice, place one piece…*

Grammar, punctuation and spelling opportunities
The following list should be used as tool to help teachers plan where to cover explicit grammar, punctuation and spelling objectives from both the Interim Framework and the programmes of study:

- **Co-ordinating conjunctions** – link related points about your topic – **but (use for additional advice), or, and.**

  Place one slice of bread on the work surface <u>and</u> spread the butter evenly across it.
  Spread the butter across the piece of bread, <u>but</u> try not to spread it too thinly.
  Take a fresh piece of bread <u>or</u> use one of the pieces left over from step 2.

- **Subordinating conjunctions** – expand upon independent clauses – **after, if, when, so that**

  <u>When</u> the oven reaches the right temperature, place the lasagne on the top shelf and cook it for 30 minutes.
  <u>If</u> you have any additional cheese, sprinkle it on the top of the lasagne for extra flavour.

After twenty minutes have passed, check on the cookies to see if they are golden brown.
Slice the melons into quarters *so that* they fit onto one tray.

- **Expanded noun phrases** – use single adjectives or an adjectival phrase to add detail to your nouns.

  (Remember that expanded noun phrases can be adjective, adjective noun or noun + phrases starting with any preposition – of, from, under, around, surrounding, next to, above, with etc.**)**

  The crust of the bread
  The lid of the jar
  The cheese on top of the lasagne

- **Statements** – speak directly to the reader using the pronoun you' in the equipment section
  You will need the following materials:

- **Commands** – use commands to create your list of sequenced steps
  First, place one piece of bread onto a clean work surface.

- **Adverbs/adverbials of manner –** detail the speed and manner of your chosen verbs.
  Carefully, sprinkle the…
  Slowly, mix the…

- **Adverbials of time –** provide timings so that the reader can follow the instructions precisely
  After twenty minutes,
  …for an hour

- **Commas in a list** – use commas to list alternatives to certain steps
  When the dessert is complete, add a topping of your choice: sprinkles, cream or grapes.

- **Apostrophes for possession** – show that features belong to a topic.
  Use the oven's timer to allow twenty minutes for the cookies to bake.
  Place the cake's base onto a cooling tray.

- **Apostrophes for contraction** – shorten do not to add reminders to your reader
  Don't forget to wash your hands thoroughly before…

- **Year 3/4 Spelling List**
  fruit, group, increase, material, natural, often, position, potatoes, quarter, separate, weight

- **Spell words with the suffix –ly** – perfect for adverbs of manner.
  (Not all adverbs end with an –ly!)

  slowly, carefully, quickly, rapidly etc.

- **Spellings ending in –ful** – great for quantifiers to let the reader know the amount to add
  spoonful, handful, jarful etc.

Y3

INSTRUCTIONS

Statement explaining what will be achieved.	☐
Equipment list.	☐
Sequenced, chronological steps.	☐
Diagram or illustration.	☐
Present tense	☐
Imperative verbs (commands)	☐
Prepositions and quantifiers.	☐
Co-ordinating conjunctions	☐
Subordinating conjunctions	☐
Expanded noun phrases	☐
Statements and commands	☐
Adverbials of manner	☐
Adverbials of time	☐
Commas in a list	☐
Apostrophes for contraction	☐
Apostrophes for possession	☐
Year 3/4 Spelling Words	☐
Spellings ending in the suffix -ly	☐
Spellings ending in -ful	☐

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