

Features of Instructions

Here are some of the main features of instructions. Hopefully you were able to identify some or all of these in the texts you evaluated.

Features	Purpose
Title	Shows what the text is about.
Sub-headings	To break the text into clear sections.
Opening sentence or paragraph	Encourages the reader to have a go.
Clear list of equipment	Ensuring the reader has everything they need.
Simple steps	Each action in the method is broken down into simple steps.
Imperative verbs	Telling the reader what to do.
Bullet points or numbered steps	Organising each step clearly.
Adverbs	To explain how the actions should be done.
Chronological order	A sequence of steps in the correct order.
Technical vocabulary	Vocabulary specific to the task.
Diagrams	Diagrams or pictures with labels to help the reader understand the steps.
Formal	An impersonal tone.
Closing statement	This shows the reader what they have achieved.

