Procedural Writing

SPCA Education

Informed by *First Steps Writing Resource Book, Education Department of Western Australia 1997*

What is the purpose of a procedural text?

The purpose of a procedural text is to describe (or instruct) how something is done through a series of sequenced steps.
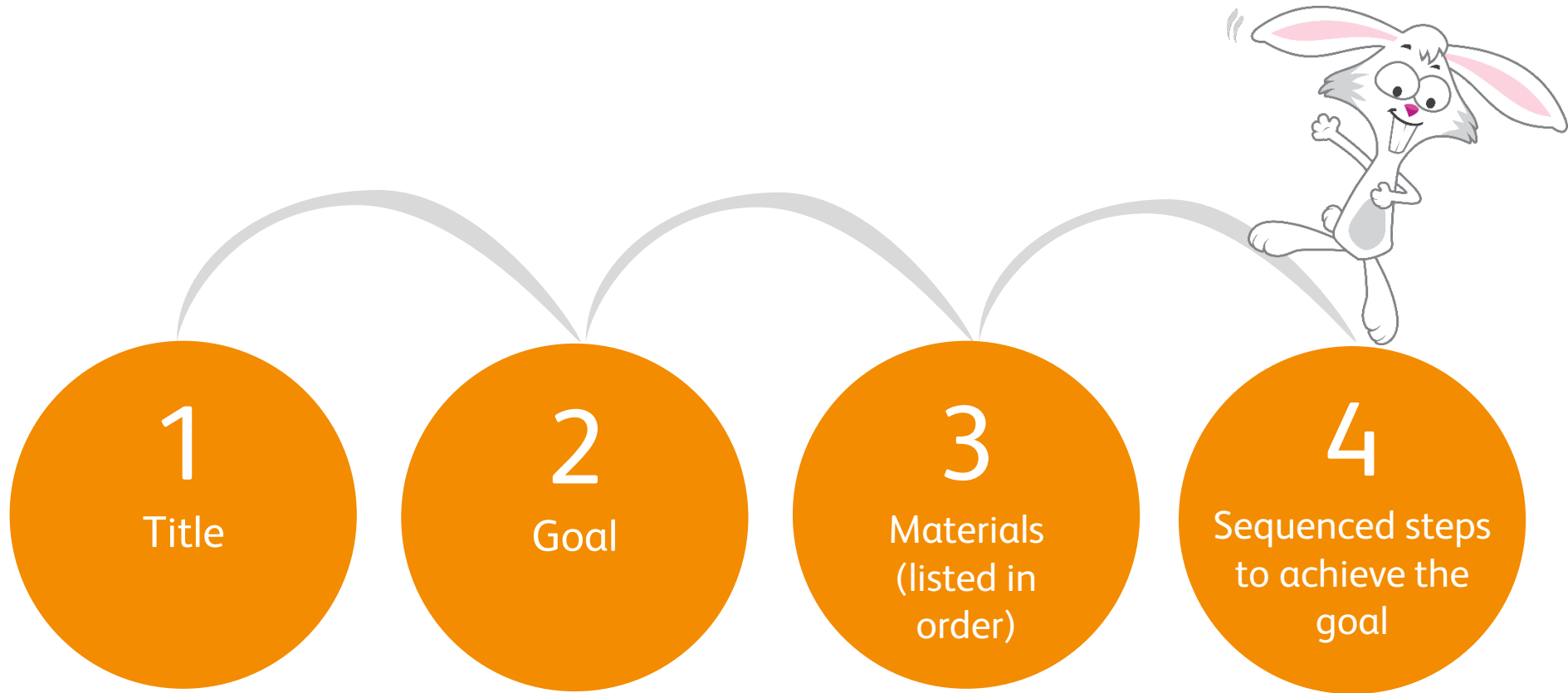
What are some real life examples of procedural writing?

- Recipes

- Directions

- Operating manuals

- Game instructions

- Care guides

- Science experiment

How should a procedural text be structured?

1 Title

2 Goal

3 Materials (listed in order)

4 Sequenced steps to achieve the goal

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Procedural text outline

- Before you begin, think:

- **Who** will use this procedure?

  (Who is the audience?)

- **Why** would they use it?

  (What is its purpose?)

- **Will this information be in the title** or will I need to explain it at the beginning of the procedure?

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Procedural text outline

Begin by defining the goal or desired outcome,

e.g. How to make an animal care board game.

Procedural text outline

What materials will you need to use the procedure?

Make a list of things that will be needed.

Procedural text outline

- **What to do**

- Provide simple, clear instructions.

- If a process is to be undertaken, keep to the order in which the steps need to be followed to achieve the stated goal.

- Make sure you use action words (verbs).

- You might need some words to describe how to carry out each step (adverbs).

- Diagrams or illustrations are often integral in making the instructions clearer and may even take the place of some text.

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Procedural text outline

Editing and checking

Ask yourself:

- Are the steps in order?

- Are my instructions clear?

- Do I need to add anything?

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What are the language features of a procedural text?

- **Imperative verbs** (bossy verbs).

- **Adjectives** - Only used to specify which noun, **e.g.** the *large* bowl.

- **Adverbs** - used to explain how something is done, or when, or how.

- **Connectives of time** **e.g.** next, after that, finally.

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Evaluation

- After writing, evaluate the effectiveness of your procedural text.

- Check your instructions against the procedure self assessment chart.

- Try out your instructions on other people to see if all the needed information was included.

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