

WRITING A PROCEDURE

Purpose

- To explain how to do something
- To explain how to get somewhere
- When a set of rules need to be understood



When to use a Procedural Text

- Writing instructions for a game or a process
- Writing a Recipe for a Meal
- Recording a Scientific Investigation
- Creating Rules for something
- Giving a set of directions



Enhance a Procedural Text by including simple pictures or diagrams.



Remember

- Keep your instructions short, simple and to the point
- Procedural texts are always written in **Present Tense**
- Procedures are presented from the **Second or Third Person Perspective**

PARTS OF A PROCEDURAL TEXT



Title

What is the goal or outcome of the activity?

Eg. How to Make a Banana & Fudge Sundae



Materials or Ingredients

What will we need to complete this activity? Be Specific, especially if you are writing a recipe. Use points or numbers. Include any special utensils or tools



Series of Steps

In order, list what needs to happen to complete your goal. In a recipe we refer to the steps as a **Method**. Start each instruction with an **Action Verb** such as shake or mix.



Conclusion

The conclusion is a short statement that may offer some specific tips or advice to make the task easier or more effective. It might even include safety warnings.



For examples and detailed instructions on how to write Procedures and a range of other text types please visit www.edgeworks.com/writing

Grade 9 Sample Procedural Texts

G Thomas



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