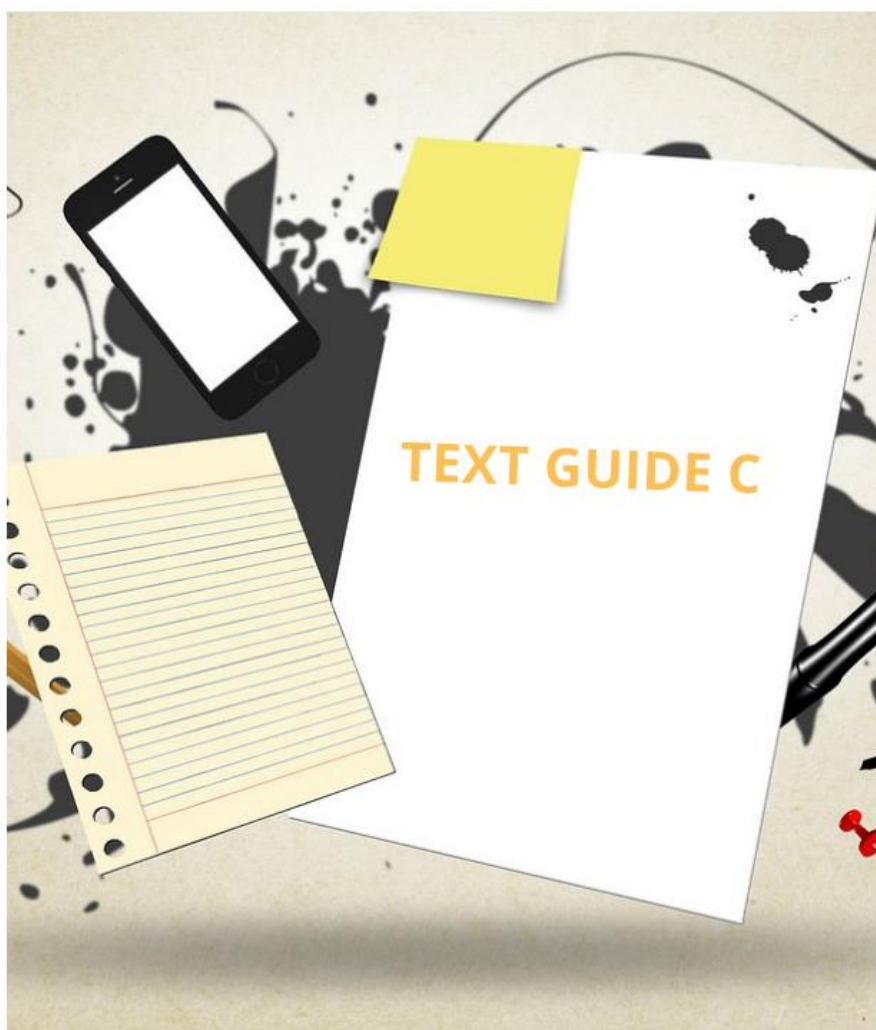


THE REPORT

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We are sometimes witness to some misunderstandings because the communication was not clear enough. This guide will be useful if you ever need to give instructions to someone else for personal or professional reasons. Let's begin!

In this booklet, you will:

Study how to write instructions;

Review the following notions:

-  Definition of writing instructions.
-  How to write instructions.
-  Recipe instructions



Watch a video on *London Vacation Travel Guide*;


Write your own instructions

Writing Instructions: Definition

Writing instructions is writing a step-by-step text. Therefore, it requires to give detailed facts in short paragraphs to help the readers to be quickly and clearly informed. When writing instructions, you have to be able to visualize the explanations clearly and imagine yourself following the instructions.

Subtitles and bullet points are used to divide up the information, but it also helps with clarity.

The vocabulary used when writing instructions is clear and simple. The imperative style is often used.

 **Can you think of types of text that give you instructions?**
(Share your answers with your teacher).

 **When reading instructions to cook, to apply for a passport or to use a new electronic device, what kinds of information are the most important?**

 **According to you, what is the best way to write clear instructions?**

How to Write Instructions



Give a title

Visiting London with the underground

Step 1- Introduction

It should address the following:

Who is the target audience?

What is the purpose of these instructions?

Important information your audience needs to know or have before performing the task.

Example: Target audience: Tourists.

Purpose of the instructions: Informing clearly how to go from Paddington to Westminster by tube.

Inclusion/exclusion/specific requirements: London Tube has usually 2 platforms, look at the destination list signs to find the tube station you are heading to.

You should know: fares, age, passes...



Step 2- Give a subtitle

Example:

Subtitle: From Paddington to Westminster Abbey



Step 3- List the instructions clearly- (Make a detailed outline)

It should be a step-by-step instructions, in a logical order.

Use the second person: You should...

Example: Subtitle: From Paddington to Westminster Abbey

List the instructions:

1. Take the brown line heading to Elephant&Castle
2. Stop at Embankment.
3. Take the yellow line in direction of Edgware road
4. Stop at Westminster.



Step 4- General warning: Subtitle: The Night Tube Service

Example: Cautions: Only on Fridays and Saturdays on the 5 lines

Write Your Own Recipe

Recipes are the perfect example of clear and relevant instructions


Practice writing your own favourite recipe.

List all your ingredients:

Write the instructions (Refer to page 4)

Watch the Video



 Watch the video on London Vacation Travel Guide
Write the instructions (refer to page 4)

Step 1- Introduction

Step 2- Give a subtitle

Step 3- List the instructions clearly-

Step 4- General warning:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire surface, typical of notebook or composition paper. There are no margins, text, or other markings present.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.

Sources used for this L.S

<https://www.prismnet.com/~hcexres/textbook/instrux.html>

<https://www.wikihow.com/Write-Clear-Instructions>

<https://pixabay.com/fr/vectors/londres-métro-métro-de-londres-175572/>

Video : <https://www.youtube.com/watch?v=45ETZ1xvHS0>

<https://commons.wikimedia.org/wiki/File:Video-film.svg>