

Writing a Procedure

Procedures give instructions or descriptions of **how to do something**.
Directions, instructions and recipes are all examples of procedures.

Grammar features:

- Common nouns (names of common objects; for example: pencil).
- Action verbs (doing verbs; for example: turn).
- Commands (simple sentences that tell what to do).
- Steps are in the correct order.
- Present tense (the action verb is taking place now; for example: throw).

Example of a Procedure

How to Sharpen a Pencil

What you need:

- a pencil
- a sharpener
- a bin

What to do:



1. First, put the pencil inside the sharpener.



2. Next, turn the pencil around.



3. Then, stop and take the pencil out when you think it is sharp.



4. Finally, throw the pencil shavings in the bin.

5. Now you can write or draw!