

Giving oral instructions and writing a manual

Find an appliance in the home that you **don't** know how to use, for example:

a hairdryer

a printer

a microwave



Now ask an adult to explain to you how to use it.

Have a go using the appliance yourself.

Now, the adult who is helping you is going to follow **YOUR** commands in using the appliance. They must do exactly as you say! This means that your instructions must be very clear.

PARENT TIP!

Please supervise this task and make sure your child is only using appliances safe for use and in the correct way.

Now you need to write a manual to go with the appliance you have just been using. Use this writing frame to help you.

Put letters on your diagram, which you will need to refer to in your numbered instructions.

Remember to use bossy imperative verbs!

Can you include any hints or warnings at the end?



Diagram:



1. _____
2. _____
3. _____
4. _____
5. _____



Now think about how you could produce your manual on the computer.

Think about the following:



What programme are you going to use?

Could you take a photo of the appliance and import it?

How are you going to put the letters on the photo which will be referred to in the instructions?

How big will the text need to be?

How are you going to number your instructions?

Where are you going to put your hints and warnings and how are you going to make them stand out?

