



Somerset Bridge Primary School
Aspire - Brave - Care - Collaborate

Toolkit



- Use a heading which says what the instructions are for.
- Include an opening statement.
- Write a list of things we need – equipment, ingredients.
- Use numbers or bullet points for each step.
- Start each step with a time conjunction.
- Use imperative (bossy) verbs to explain each step clearly.
- Include diagrams (pictures) where needed.

English: Instructions

Autumn: Year 3

How to Trap a Dragon

Word Bank

equipment	trap	follow	wrap
steps	enjoy	dragon	measure
scatter	pour	tempt	enter
hide	place	press	cover

Types of Instruction Texts



Recipes
Directions
'How To' Poster or leaflet
School rules



Key Vocabulary



Heading	How To ...	
Bullet points	• Help to separate important things for a list.	
Time conjunction	First Next Then After that Finally	
Imperative (bossy) verbs	mix, cut, stick, stir, chop, throw, slice, thread	
Diagram	A labelled picture which shows the reader what to do.	
Chronological (time) order	Sections written in the order they are to be done.	

Purpose

To explain clearly how to do something.

Year 3/4 WRITING RULES

Use the correct punctuation
CL / . / , / ! / ? /
" " / ' '

Finger spaces between words.

Use spelling rules I've learnt.

Spell some Yr 3/4 tricky words correctly.

Joined handwriting

Proof read my work to check for mistakes.

