

**Title:**  
What the procedure will show you how to do

**Goal:**  
What you will achieve by the end of the procedure

**Material:**  
What you will need and how many of each item.

**Steps:**  
Step-by-step instruction to show what to do in order.

**Bossy words**  
A bossy word or better known as *imperative verb* is one that tells someone to do something, so that the sentence it is in becomes an order or command. For example, in this sentence (a command, telling an action that must be done): Fold your clothes up. The *imperative verb* is 'fold'. Think them as orders from a boss!

**Numbered steps**

**How To Make Lemonade Juice**

Follow these instructions to make yourself a glass of delicious lemonade.

To make lemonade, you will need:

- a jug
- a wooden spoon
- an lemon squeezer
- three lemons
- a cup of sugar
- water

**Steps:**

1. Cut the lemons in half and squeeze them on the lemon squeezer.
2. Pour the lemon juice into the jug.
3. Fill the jug with water
4. Add the sugar
5. Stir until the sugar is mixed completely.

Your lemonade is ready to be served.

**Bullet points**

More examples for giving instructions.  
 Wash the dishes.  
 Kick the ball.  
 Close the door.  
 Stir the pancake mix until there is no lumps.

A. Add some imperative verbs to the sentences below to turn them into instructions.

Plug	Shut	Pour	Turn	Switch
------	------	------	------	--------

1. \_\_\_\_\_ right at the traffic lights.
2. \_\_\_\_\_ the juice into the glass.
3. \_\_\_\_\_ the kettle in before you use it.
4. \_\_\_\_\_ on the television, please.
5. \_\_\_\_\_ the window, it is very cold.

B. Complete this procedural writing below.

Follow these instructions \_\_\_\_\_

\_\_\_\_\_

You will need:

- \_\_\_\_\_
- \_\_\_\_\_

Steps:







---

---

---

---

---

---

---

---

Now your hands are clean from germs.