



Writing instructions

Instructions are normal in the world of work. A set of instructions should help a reader accomplish a task quickly, efficiently and successfully. In writing instructions, it is important to provide every detail. Following these guidelines will help you to write your own set of instructions.

- Begin a sentence with a **verb** (imperative form).
- Limit each step to one **main idea**.
- Use a **numbered list** when the order is important. Use a **bulleted list** when the order is not important.
- Keep sentences **short and simple**. Add detailed explanations when necessary.
- Do not mix instructions with conceptual information. Give the necessary **background information** before the instructions.
- Reinforce steps with **pictures, illustrations** or **diagrams**.
- Omit irrelevant or confusing information.
- Make sure to include any **cautions** or warnings.
- Rearrange steps in the most **efficient sequence**.
- Observe someone performing the task and make note of any difficulties.
- **Revise** your instructions.

Here is a set of instructions on how to connect laptop cables.

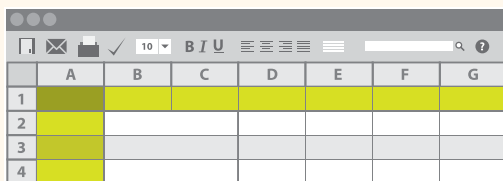
How to connect laptop cables

- 1) Plug your charging cable into a wall outlet.
- 2) Plug the USB computer connection end of your mouse cable into a USB port on your laptop.
- 3) Place either end of the network cable into the internet port found on the back or side of your laptop.
- 4) Plug the other end of your cable into your router to facilitate a connection to the internet.
- 5) Plug the printer connector into the USB or parallel port on your printer and the printer connector into the corresponding port of your laptop.



ACTIVITIES

- 1 Put the following instructions on how to create an Excel workbook in the correct order.
 - A Select Blank workbook.
 - B Select the two cells containing the series, and then drag the fill handle across or down the cells.
 - C To enter data manually, select an empty cell, such as A1, and then type text or a number.
 - D Open Excel.
 - E To fill in a data series, enter the beginning of the series in two cells, such as Jan and Feb or 2017 and 2018.
 - F Press Enter or Tab to move to the next cell.



- 2 You can make a simple circuit using a battery, some clips and a component load. Here is how to create a simple circuit with a mini-lamp. Fill in the gaps with the words given. **inside – holder – battery – end – off – up**

How to make a circuit

- 1) Connect the positive end of the **A** holder to the breadboard.
- 2) Attach the mini-lamp to the circuit board with one side connected to the positive end of the battery holder.
- 3) Attach the negative **B** of the battery **C** to the other side of the mini-lamp.
- 4) Place a battery **D** the battery holder. The mini-lamp should light **E**.
- 5) Turn the power **F** by detaching the battery from the battery holder.