

KS3 English Quiz - Writing Instructions 01 (Questions)

Writing instructions can help someone carry out a task they are not familiar with, or have never done before.

Have you ever tried to put something together only with visual instructions and diagrams? It's not always easy. Do you think you could draw a diagram showing someone how to make a cup of tea without using any words at all? Possibly, but it would certainly be even more difficult than drawing a diagram demonstrating how to put together a set of shelves.

What are the qualities of a good set of instructions? They need to be in sequential order. They should be written clearly, using precise vocabulary. Instructions usually include imperative verbs and adverbs which indicate how to undertake the actions (i.e. "stir vigorously"). Instructions should include numbers, timings and measurements where appropriate. It's also helpful for the reader for words such as "first", "second", "next", "finally", etc., to be used to show in which order exactly the instructions should be followed (numbering the list helps, too).

This English quiz is all about writing and speaking to inform. See if you are able to give a set of instructions to a learner who is making a cup of tea for visitors in response to the following questions.

<p>1. What shall I do first?</p> <ul style="list-style-type: none"><input type="checkbox"/> Boil the kettle<input type="checkbox"/> Pour fresh cold water into a kettle; heat the water<input type="checkbox"/> Pour hot water into a kettle<input type="checkbox"/> Pour some cold water	<p>2. What shall I do next?</p> <ul style="list-style-type: none"><input type="checkbox"/> Find some items<input type="checkbox"/> Find tea, teapot, cups, spoons, milk and sugar<input type="checkbox"/> Heat the water<input type="checkbox"/> Pour some more fresh cold water
<p>3. I have found everything. What next?</p> <ul style="list-style-type: none"><input type="checkbox"/> Drink the tea<input type="checkbox"/> Drink the water<input type="checkbox"/> Wander off while you wait for the water to boil<input type="checkbox"/> Warm the teapot using hot water	<p>4. I've done that. What now?</p> <ul style="list-style-type: none"><input type="checkbox"/> Put milk in the tea pot<input type="checkbox"/> Put sugar in the tea pot<input type="checkbox"/> Put two tea bags or two spoonfuls of tea in the tea pot<input type="checkbox"/> Put water in the tea pot
<p>5. I've put tea in the pot, now what?</p> <ul style="list-style-type: none"><input type="checkbox"/> Add milk<input type="checkbox"/> Pour on boiling water, stir and leave to stand for 3 minutes<input type="checkbox"/> Pour on cold water, stir and leave to stand for 3 minutes<input type="checkbox"/> Stir it	<p>6. Is it ready now?</p> <ul style="list-style-type: none"><input type="checkbox"/> Nearly ready. Add milk<input type="checkbox"/> Nearly ready. Give the tea a final stir<input type="checkbox"/> No. Wait for another 5 minutes<input type="checkbox"/> Yes. Drink it
<p>7. Shall I pour it out now?</p> <ul style="list-style-type: none"><input type="checkbox"/> No. Wait for another 5 minutes<input type="checkbox"/> Not yet<input type="checkbox"/> Pour (or strain) the tea carefully into the cups<input type="checkbox"/> Yes. Drink the tea	<p>8. Do I need to add anything to the tea?</p> <ul style="list-style-type: none"><input type="checkbox"/> Nothing. The tea is ready<input type="checkbox"/> Add milk if you know that your visitors drink white tea<input type="checkbox"/> Coffee perhaps<input type="checkbox"/> You could add some cake
<p>9. What about sugar?</p> <ul style="list-style-type: none"><input type="checkbox"/> Add sugar or provide it in a bowl; provide a spoon<input type="checkbox"/> I don't know where to find the sugar<input type="checkbox"/> Isn't the tea already sweetened<input type="checkbox"/> We don't have any sugar	<p>10. And now?</p> <ul style="list-style-type: none"><input type="checkbox"/> Ask your visitors to make their own tea<input type="checkbox"/> Ask your visitors to serve you the tea<input type="checkbox"/> Have a rest and talk to your visitors<input type="checkbox"/> Serve the tea to your visitors; drink when cool enough

KS3 English Quiz - Writing Instructions 01 (Answers)

1. What shall I do first?

- Boil the kettle
- Pour fresh cold water into a kettle; heat the water
- Pour hot water into a kettle
- Pour some cold water

The first stage is to fill the kettle

2. What shall I do next?

- Find some items
- Find tea, teapot, cups, spoons, milk and sugar
- Heat the water
- Pour some more fresh cold water

Rather than instructing someone to find "items", it is important to list those items

3. I have found everything. What next?

- Drink the tea
- Drink the water
- Wander off while you wait for the water to boil
- Warm the teapot using hot water

Warming the teapot is an important stage!

4. I've done that. What now?

- Put milk in the tea pot
- Put sugar in the tea pot
- Put two tea bags or two spoonfuls of tea in the tea pot
- Put water in the tea pot

Instructions need to be specific so that the reader may follow them

5. I've put tea in the pot, now what?

- Add milk
- Pour on boiling water, stir and leave to stand for 3 minutes
- Pour on cold water, stir and leave to stand for 3 minutes
- Stir it

Instructions also need to be accurate. Cold water wouldn't make good tea!

6. Is it ready now?

- Nearly ready. Add milk
- Nearly ready. Give the tea a final stir
- No. Wait for another 5 minutes
- Yes. Drink it

Some people like VERY strong tea and might choose to wait another five minutes!

7. Shall I pour it out now?

- No. Wait for another 5 minutes
- Not yet
- Pour (or strain) the tea carefully into the cups
- Yes. Drink the tea

Adverbs like "carefully" are useful in instructions

8. Do I need to add anything to the tea?

- Nothing. The tea is ready
- Add milk if you know that your visitors drink white tea
- Coffee perhaps
- You could add some cake

Add milk if you know that your visitors drink white tea. "You could add some cake" would be an acceptable instruction if you were aiming for informality or humour

9. What about sugar?

- Add sugar or provide it in a bowl; provide a spoon
- I don't know where to find the sugar
- Isn't the tea already sweetened
- We don't have any sugar

Instructions begin with imperative verbs such as "add" and "provide"

10. And now?

- Ask your visitors to make their own tea
- Ask your visitors to serve you the tea
- Have a rest and talk to your visitors
- Serve the tea to your visitors; drink when cool enough

"Serve" and "drink" are imperative verbs. "Have a rest and talk to your visitors" would be acceptable if you were aiming for a light or humorous tone in your instructions