

Procedure



Quality First Education Trust

Reception

Text Type & YG	Simple procedure
Purpose	To instruct in chronological order
Audience	Someone who is going to do "X"

Text Features

Structure	Title Ordered sentences
Language	Adverbials of time ('When' words - first, then, after) Command sentences
Grammar	Full stops at the end of sentences.
Composition	Simple sentences which can be read by themselves and others. (ELG)

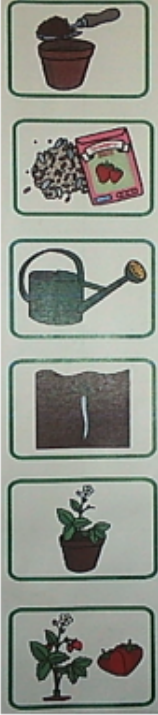
Progression

Builds Upon	N: Captions
Converges With	R: Recounts
Leads to	Y1: Instruction writing

R

Procedure

Reception



First comes soil and you need to add lots of it. Next add strawberry seeds. After that it needs lots of water. Then the root will help it grow. The flower is beautiful. The strawberry is yummy!

Year 1

Text Type & YG	Simple Procedure
Purpose	To instruct in chronological order
Audience	Someone who is going to do "X"

Text Features

Structure	Title List of items needed Numbered sentences
Language	Command sentences conjunctions
Grammar	Capital letters Full-stops Bullet points for list
Composition	Sentences expanded with how, why or where

Progression

Builds Upon	YR: Recounts, procedural writing
Converges With	Y1: Recounts, Explanation texts
Leads to	Y2: Procedural writing

Year 1

How to make a Paper Fish

You will need:

- White Paper
- Scissors
- Glue
- Pencils
- Ruler



1. Use a ruler and pencil to carefully draw a triangle on a paper plate.



2. Cut out the triangle with the scissors for the mouth.



3. Stick the triangle from the mouth onto the other side of the circle. Use glue and stick the triangle to make a tail.



4. Draw an eye and scales.

Year 2

Text Type & YG	Procedural Couplets
Purpose	To instruct in chronological order using numbering
Audience	Someone who is going to do "X"

Text Features

Structure	Title Introduction – Rhetorical questions & command Necessary equipment Numbered sentences
Language	Command sentences
Grammar	Capital letters and full-stops Commas between lists within paragraphs Bullet points for lists outside of paragraphs
Composition	Couplets expanded with how, why or where Advice on how to do commands more effectively

Progression

Builds Upon	Y1: Procedural writing
Converges With	Y2: Explanation texts
Leads to	Y3: Procedural writing

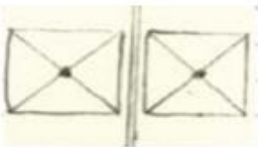
Year 2

How to make a Paper Windmill

Do you want to make a fabulous paper windmill? Follow these instructions to find out how!

You will need:

- Paper
- Scissors
- Glue
- Pencils



1. Get two pieces of paper and draw a dot in the middle of every piece using a cross to help you. If you use a ruler your lines will be very straight.



2. Draw some decorations on one side and leave the other side blank. Try to make it bright and colourful.



3. Put the two pieces of paper in front of you to make sure you have both of them.



4. Stick the decorated paper in front of the not decorated paper carefully.

Year 3

Text Type & YG	Procedural – Left of field
Purpose	To instruct in chronological order using numbering. To instruct someone who knows information already on the topic
Audience	Someone who is going to do "X"

Text Features

Structure	Title Introduction (GSV) Subheadings Equipment Numbered sentences Summary sentence
Language	Adverbs and adverbials of manner/place and reason. Expert language of the field Humour/spoken-like sentences
Grammar	Bullet points for list Brackets for elaborating information
Composition	Multi-clause sentences Couplets expanded with how, why or where Direct address Ideas expanded with detail grid

Progression

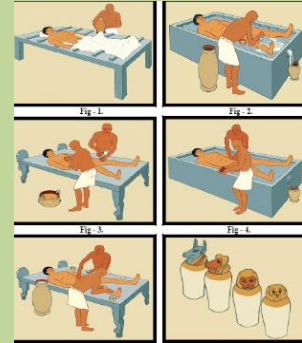
Builds Upon	Y2: Procedural Writing
Converges With	Y3: Explanation Texts
Leads to	Y4-6 Scientific Reading

How to Embalm a Mummy

Dead Bodies are rather smelly. Embalming preserves bodies and stops them rotting away. Follow these instructions to learn how to embalm a mummy.

You will need:

- Linen
- A long metal hook
- Natron and oil
- Stuffing
- Sarcophagus
- Pharaoh mask



Steps for Mummification:

1. Wash the body with water; It must be fresh water so your mummy is clean.
2. Take a really sharp, long, metal hook and jab it with force up the nose and into the brain. You must move the hook quickly so the brain is mashed up. Tilt the head to the side and let all the brain flow out.
3. Remove everything in the body with care, including all the organs. Be sure not to remove the heart.
4. Once you have removed the body parts, you can fill the body with stuffing. This is only to help dry the body.
5. Carefully dry the body with natron (salt) and oil. Wait forty to fifty days until you can replace the stuffing with linen and sawdust.
6. Once inside the mummy's body is ready, you will need to wrap the outside in strands of linen.
7. Take your time to place the body in a sarcophagus. Gently place the pharaoh mask upon the face.

Now your mummy is ready for the afterlife!