

	Title which shows what the text is about. It may begin "How to..."		Adverbs for how the actions should be done.
	Sub-headings to break the text into clear sections.		Chronological order and Adverbs of Time .
	An opening sentence which encourages the reader to have a go.		Technical vocabulary which is specific to the task.
	A clear list of equipment or ingredients needed.		Diagrams or illustrations with labels .
	Simple steps for each action in the method.		Formal, impersonal tone.
	Imperative (bossy) verbs telling the reader what to do.		Closing statement which shows or describes what the reader has achieved.
	Bullet points or numbers for each step.		