Progression in Instructions

Purpose: To ensure something is done effectively and/or correctly with a successful outcome for the participant/s
- may be visual only (e.g. a series of diagrams with an image for each step in the process) or a combination of words and images.

Examples: rules for games, recipes, instructions for making something and directions, technical manuals, route finders

Year	Genre Structure	Text Features	Sentence Features	Grammatical Features	Punctuation
1	• Title or goal • List of equipment/ materials • Numbered steps	• Sequencing sentences to form short passages	• Oral rehearsal of sentence structure • Joining words and joining clauses using 'and' • Third person	• Nouns • Imperative verbs • Present tense verbs • Time conjunctions to show chronological order	• Spaces to separate words • Full stops • Capital letter for start of sentence, names, personal pronoun I • Exclamation marks
2	• Goal – outline statement about what will be achieved • List of equipment/ materials • Sequenced steps to achieve the goal	• Sequenced steps • Diagrams and illustrations	• Command, statement, exclamation, question sentences • Negative commands e.g. Do not use any glue at this stage • Progressive form of verbs in the present and past tense	• Imperative verbs used for clarity • Noun phrases • Formation of nouns by compounding • Synonyms for over-used imperative verbs eg. chop, slice, cut • Simple adverbs to express how to do an action	• Full stops • Capital Letter for start of sentence, names, personal pronoun I • Exclamation marks • Apostrophe to mark contractions • Apostrophe to mark singular possession • Commas in a list
3	• Goal – outline statement about what will be achieved • Outline ingredients and equipment lists clearly • Embed tips, suggestions and precautionary advice in the text	• Paragraphs • Headings and sub-headings • Present perfect form of verbs	• Variation in sentence structure • Prepositional phrases • Expanded noun phrases • Subordinate clauses using subordinating conjunctions	• Commas in lists • Express time, place and cause using conjunctions eg when, before, after, while, so, because • Adverbs eg. then, next, soon, therefore • Prepositions eg. before, after, during, in, because of…	• Demarcate sentences with full stops, capital letters, question marks and exclamation marks • Apostrophe to mark singular possession • Commas in a list
4	• Goal – outline statement about what will be achieved • Outline ingredients and equipment lists clearly • Embed tips, suggestions and precautionary advice in the text	• Paragraphs • Headings and subheadings • Present perfect form of verbs	• Adverbs of time, cause or place • Subordinate clauses as adverbials to express time and cause eg.Once the mixture has settled…' • Conjunction 'if' eg. 'If the mixture separates…'	• Nouns and pronouns • Fronted adverbials • Possessive pronouns	• Apostrophe to mark plural possession • Comma after fronted adverbial

			• Expanded noun phrases; modifying adjectives, nouns and preposition phrases		
5	• Instructions for more complex processes	• Cohesive devices within a paragraph; (then, after, that, this, firstly) • Adverbs of time, place and number (secondly) to link ideas across paragraphs • Layout devices to provide additional information and guide the reader	• Relative clauses; with who, which, where, when, whose, that or an omitted relative pronoun • Preposition phrases • Subordinate clauses • Noun phrases as adverbials to indicate time, place, manner or frequency.	• Parenthesis • Modals to suggest degrees of possibility	• Brackets, dashes and commas to indicate parenthesis • Use of commas to clarify meaning or avoid ambiguity
6	• Instructions for more complex processes	• Adapt degrees of formality and informality to suit the form of the instructions • Cohesive devices; layout features eg. headings, sub-headings, columns, bullets, or tables	• Simple present, present progressive and present perfect tense • Implied second person • Use of modal verbs	• More complex examples of: adverbs of time, place, manner • Adverbs to show how often • Nouns and pronouns used for clarity and cohesion • Fronted adverbials	• Semi-colon, colon or dash to mark the boundary between independent clauses • Colon to introduce a list • Semi-colons within lists