

3.5 Instructions

A written piece that provides clear, structured guidance about how to perform a task.

Candidates will either be asked to write a stand-alone set of instructions or to incorporate a set of instructions into another document type, for instance an email or a letter.

Candidates should use appropriate language and tone for the instructions, knowing that effective instructions:

1. use short sentences and short paragraphs
2. arrange points in logical order
3. contain specific statements
4. use the imperative mood
5. usually have the most important term in each sentence at the beginning
6. say one thing in each sentence.

A typical example of a question is as follows:

Write an email of approximately 250 words instructing a colleague how to cover your job for a week while you are away.

Your email should cover:

*what tasks need to be done
how to do them
when they need to be done*

or anything else that would allow them to carry out your job role effectively.

Or

Write a set of instructions for a website covering one of the following topics:

*how to cook a meal
how to carve a Halloween pumpkin
how to maintain a bicycle/car/scooter
how to perform a trick on a skateboard
how to apply makeup
how to create a hairstyle
how to play a game.*

You should aim to write between 200 and 250 words.