

	<b>Title</b> which shows what the text is about. It may begin <u>“How to...”</u>		<b>Adverbs</b> for how the actions should be done.
	An <b>opening sentence</b> which encourages the reader to have a go.		<b>Time words</b>
	A <b>clear list of equipment</b> needed.		<b>Technical vocabulary</b> which is specific to the task.
	<b>Bullet points</b> or <b>numbers</b> for each step.		<b>Diagrams</b> or illustrations with <b>labels</b> .
	<b>Simple steps</b> for each action in the method.		<b>Formal, impersonal tone.</b>
	<b>Imperative (bossy) verbs</b> telling the reader what to do.		<b>Closing statement</b> which shows or describes what the reader has achieved.