**Instruction Features**

Purpose:

To explain a process clearly so that a reader can follow each step.

Structure & Layout:

* Clear title stating purpose.
* A list of things needed.
* Instructions separated into ordered steps.
* Organisational features (numbers, bullet points, boxes etc.).
* Diagrams.

Language:

* Clear and concise sentences.
* Present tense, imperative (bossy) verbs.
* Third person (usually).
* Useful details (numbers, amounts, timings).
* Precise language (not for impact or effect).
* Time adverbs (*first, then, next*).