Technical Writing

Giving Instructions

Exercises

Giving Instructions

Time Order Signal Words

Many paragraphs include signal words to connect ideas in a paragraph. Signal words help guide the reader form one idea to the next.

When you want to explain how to do something , the first thing you need to do is make a list of the steps in the process. Then you should arrange the steps according to time order. When you write your paragraph, use time – order signal words to make the order of the steps clear to the reader.

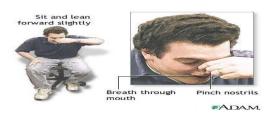|		
First,	First of all,	Next,
Second,	Then,	Finally,
Third,	After that,	

How to stop a Nosebleed

Following are the steps to stop a nosebleed , but they are not in the right order. See the pictures on the following slide and put the directions in the same order as the slides.

- Next, put a cotton pad in the bleeding nostril.
- Finally, squeeze your nose until it stops bleeding.
- If your nose continues to bleed, call a doctor.
- Then, sit down with your head leaning forward.
- First, loosen the clothing around your neck.

Now let's write the directions in the correct order.

It's not hard to get a good picture of your cat if you allow these steps. .... , give your cat something to eat. When she is full, move your cat to a sunny window. ...., rub your cat's back for few minutes until she falls asleep. Do not make any loud noises. As soon as she wakes up, get in position and have your camera ready. .... , take the picture as she yawns and stretches.

In order to get a driver's license you need to follow these steps. ...., go to the Department of Motor Vehicles in the city where you live and fill out an application. ...., study for and take a written test on the traffic signs and driving laws. You also have to take and pass a vision test. ...., you need to take a road test. The person who gives you the test will make sure that you can drive safely. Once you pass the road test, you will get your driver's license.

Writing a Technical Paragraph
Giving Instructions

Sequencing	Starting out	Continuing	Finishing
First,. . .	Before you begin, (you should . . .)	After that,	The last step is . . .
Then,. .	The first thing you do is . ..	The next step is to. . .	The last thing you do is . .
Next,. . .	I would start by . . .	The next thing you do is	In the end,
Lastly,. .	The best place to begin is. . .	Once you've done that, then . .	When you've finished,
	To begin with,....	When you finish that, then . . .	When you've completed all the steps,