Guided Writing

Reading

1 Read the email. What is it about?

To: Marcus
From: Adam
Subject: Photos

Hi, Marcus

You want to know how to upload photos to your blog page.

Don't worry! It's easy.

☐ After that, click 'My photos' and then 'Create a Photo Album'.

☐ Finally, choose the photo you want to upload and click the check box next to the photo.

☐ First, log on to your page with your username and password.

☐ Next, select the 'Photos' link on the left.

Now your photo will appear on your page.

Good luck!

Adam

2 Number the instructions in the correct order 1–4.

Language

Instructions

We often use the imperative for instructions.

Choose the photo.

3 Complete the instructions with the correct verb.

click forget enter press select

1 _____ your username and password.
2 _____ on the button on the right.
3 _____ the link and _____ OK.
4 Don't _____ to log out when you finish.

Sequencers

We use words like *first*, *then*, *next*, *after that* and *finally* to show the order of instructions.

First, log on to your page.

4 Complete the instructions with these words.

after finally, first, then,

How to make a cup of tea

_____ boil the water.
_____ put a tea bag in a cup.
_____ that, pour the water into the cup.
_____ add some milk and sugar.

Writing

5 Write an email to a friend giving them instructions. Choose ONE of these situations.

1 A friend sends you an email saying they are at home alone and want to cook something. Reply to them telling them how to make a simple dish.
2 A friend has a new phone. It's the same model as yours. They want to know how to send a text. Write some short instructions for them.
3 You are going on holiday and your friend is going to look after your pet. Write some short instructions telling them how to look after your pet.

CHECKLIST — REMEMBER TO

- use the imperative. ☐
- use words like *first, then* and *finally* to show the order. ☐
- use short, clear sentences. ☐

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