

When completing your set of instructions, use this checklist to remind you of what you need to include in your written piece

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| **Did I….** |  |
| use a heading and sub-headings? |  |
| include an introduction sentence? |  |
| include a list of what is needed? |  |
| put the steps in chronological order? |  |
| use imperative (bossy) verbs? |  |
| use bullet points or numbers to separate my steps? |  |
| include a conclusion sentence? |  |
| use adverbs, conjunctions and prepositions to  show time? |  |