

INSTRUCTIONS

Writing instructions find an important place in technical writing. One needs to make instructions for various purposes. It is a direction or order, detailed information about how something should be done or operated. It should be clear precise, and understandable.

Points to Remember

- Use the imperative form.
- Begin each step with action verb.
- Frame each step in such a way that it focus on a single step.
- Leave enough steps between steps.
- Use simple and direct language.

Example

1. Write a set of eight instructions that are to be followed by the citizens of India to keep the environment clean and green:

- Plant saplings, wherever possible and grow trees.
- Do not cut trees, in the name of development.
- Use green fuels or bio fuels for transportation, for industrial and domestic purposes.
- Maintain the vehicles in good condition
- Segregate the water at source and dispose the garbage properly.
- Avoid using plastic bags.
- Do not spit in the public places.
- Preserve the water bodies by not dumping waste into them.

2. Write a set of eight instructions to avoid wastage of water in public places. You may also include instructions as to how to use water carefully

- Close the tap properly to avoid wastage of water.
- Check the pipes periodically for leakages and maintain properly.

- Use paper plates and cups, wherever possible.
- Recycle and reuse water wherever possible
- Water the plants in the evening.
- Avoid overflow of water from the water tanks.

3. Write a set of eight instructions that are to be followed to maintain computer in good condition.

- Switch on the system properly.
- Install anti-virus software
- Avoid playing games often
- Avoid children to handle system
- Use quality CDs
- Clean the system properly
- Shut down the system in a proper manner
- Cover the computer after use.

4. Write a set of eight instructions to be followed in your college library.

- Deposit your bags at the personal belongings counter.
- Produce valid library cards to borrow books.
- Verify the physical condition of the books before borrowing.
- Return the books on or before the due date.
- Renew the books in time.
- Observe silence inside the library.
- Switch off the lights and fans when not in use.
- Do not tear the pages.

5. Write a set of 8 instructions of the following: “Giving first aid to a victim of a road accident”.

- Survey the scene and the victim. Remove the victim to the side of the road, if possible to a sheltered place.
- Try to stop the bleeding by applying pressure on the bleeding side.
- Give artificial respiration if the victim is struggling for breathe.
- Handle the victim carefully, in case of fractures or minor dislocations to prevent compound fracture or other complication. Handle the victims with neck or spinal injuries very carefully.
- Do not crowd round the victim and prevent airflow.
- Open the victim’s mouth to ensure that the tongue has not fallen back, or blood clot or vomit is choking the air passage.
- Send SOS call for ambulance/ police etc., or transfer the victim to a nearby hospital.

Reassure the victim by being cheerful with them and offering spiritual support

