

## Introduction to Procedure Writing

Read the following introduction to procedure writing and answer the questions that follow:

Procedure writing is a crucial skill in English Language Arts. It involves writing clear and concise instructions that guide the reader through a process or task. Procedure writing is used in a variety of contexts, including technical writing, instructional materials, and everyday communication.

1. What is the primary purpose of procedure writing?

2. What are some common contexts in which procedure writing is used?

## Multiple Choice Questions

Choose the correct answer for each question:

1. What is the primary purpose of procedure writing?
  - A) To persuade the reader
  - B) To inform the reader
  - C) To entertain the reader
  - D) To describe a process
2. Which of the following is a key component of a well-structured procedure?
  - A) Introduction
  - B) Conclusion
  - C) Materials
  - D) All of the above
3. What is the importance of sequencing in procedure writing?
  - A) To make the procedure more interesting
  - B) To make the procedure more confusing
  - C) To make the procedure clearer and easier to follow
  - D) To make the procedure shorter

## Short Answer Questions

*Answer the following questions in complete sentences:*

1. What is the importance of using transitional words in procedure writing? Provide an example of how transitional words can improve the clarity of a procedure.

2. Write a short procedure for making a simple snack, such as a sandwich or a salad. Be sure to include an introduction, materials, steps, and a conclusion.

## Essay Question

*Write a procedure for making a peanut butter and jelly sandwich. Be sure to include an introduction, materials, steps, and a conclusion. Use sequencing and transitional words to connect your steps.*

## Activity 1: Procedure Writing

*Write a procedure for a simple task, such as brushing your teeth or tying your shoes. Be sure to include an introduction, materials, steps, and a conclusion.*

## Activity 2: Sequencing

*Put the following steps in order to make a cup of coffee:*

1. Boil water
2. Add coffee grounds to the filter
3. Pour coffee into a cup
4. Add sugar and cream

### Activity 3: Transitional Words

*Use transitional words to connect the following steps:*

1. Turn on the computer
2. Log in to your account
3. Open the document

### Conclusion

*This assessment is designed to evaluate students' understanding of procedure writing and their ability to apply sequencing and transitional words to connect steps.*

Answer Key:

1. Multiple Choice Questions:
  - 1. B) To inform the reader
  - 2. D) All of the above
  - 3. C) To make the procedure clearer and easier to follow
2. Short Answer Questions:
  - 1. Transitional words are important in procedure writing because they help to connect steps and make the procedure clearer and easier to follow.
  - 2. Example answer: To make a peanut butter and jelly sandwich, you will need two slices of bread, peanut butter, and jelly. First, lay out the two slices of bread. Next, spread peanut butter on one slice and jelly on the other. Then, put the two slices together to make a sandwich.
3. Essay:
  - Example answer: To make a peanut butter and jelly sandwich, you will need two slices of bread, peanut butter, and jelly. First, lay out the two slices of bread. Next, spread peanut butter on one slice and jelly on the other. Then, put the two slices together to make a sandwich. Finally, cut the sandwich and serve.

