

PROCEDURE WRITING

YEAR 4: Writing Worksheets

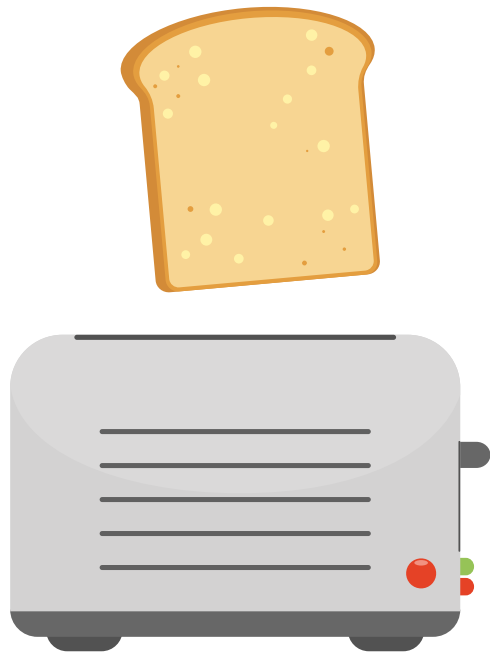
IDENTIFY THE FEATURES OF A PROCEDURE

Activity 1: Read the short procedure below. Then, circle or underline the features you notice.

How to Make Toast with Butter

What You Need:

- *1 slice of bread*
- *Toaster*
- *Butter*
- *Butter knife*



Name: _____

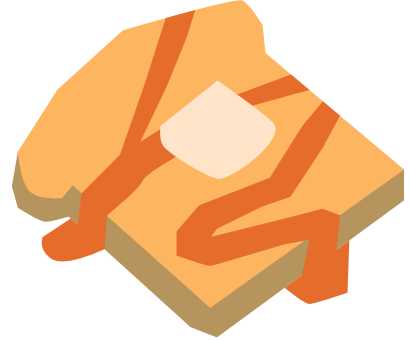
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Steps:

- Put the slice of bread in the toaster.
- Toast the bread until golden brown.
- Spread butter on the toast using a knife.
- Serve and enjoy!



 Now answer these questions:

1. What is the goal of the procedure?

2. What materials are needed? -----

3. How many steps are there? -----

4. What kind of verbs are used at the start of each step? (e.g. Put, Toast...)

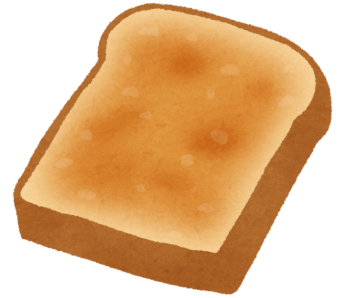
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PROCEDURE WRITING

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JUMBLE THE STEPS



*Activity 2: Unscramble the steps to make a Vegemite sandwich.
Number them in the correct order (1-5).*

- ___ *Put two slices of bread together to make a sandwich.*
- ___ *Spread Vegemite on one slice of bread.*
- ___ *Take out two slices of bread.*
- ___ *Cut the sandwich in half, if you like.*
- ___ *Use a butter knife to spread butter on the bread.*

Name: _____

Date: _____

PROCEDURE WRITING

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WRITE YOUR OWN PROCEDURE

Activity 3: Choose one topic from the box. Then complete the scaffold below.

Choose a topic:

- How to brush your teeth 
- How to pack your school bag 
- How to feed a pet 



Name: _____

Date: _____

PROCEDURE WRITING

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WRITE YOUR OWN PROCEDURE

Title: How to _____

What You Need:

- _____
- _____
- _____
- _____

Steps:

1. _____
2. _____
3. _____
4. _____
5. _____

Name: _____

Date: _____

ANSWERS

Name: _____

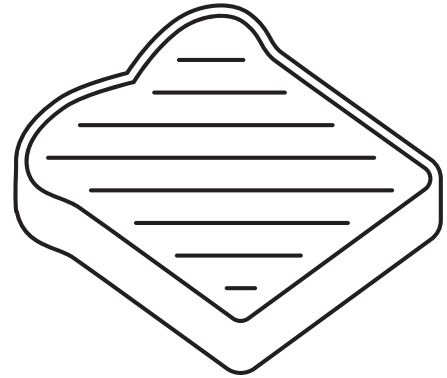
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PROCEDURE WRITING

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IDENTIFY THE FEATURES OF A PROCEDURE

Activity 1:



- What is the goal of the procedure? *To make toast with butter*
- What materials are needed? *Bread, toaster, butter, butter knife*
- How many steps are there? *Four steps*
- What kind of verbs are used at the start of each step? (e.g. Put, Toast...) *Action verbs (imperatives)*

Name:

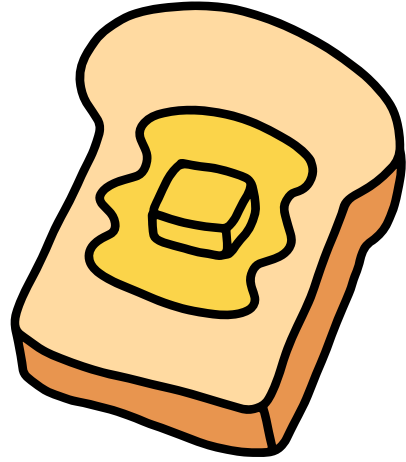
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JUMBLE THE STEPS

Activity 2: Correct Order



1. Take out two slices of bread.
2. Use a butter knife to spread butter on the bread.
3. Spread Vegemite on one slice of bread.
4. Put two slices of bread together to make a sandwich.
5. Cut the sandwich in half, if you like.

Name: _____

Date: _____

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Activity 3: Sample Answer (*How to brush your teeth*):

Title: How to Brush Your Teeth

What You Need:

- *Toothbrush*
- *Toothpaste*
- *Water*
- *Towel*

Steps:

- 1. Wet your toothbrush with water.*
- 2. Squeeze a small amount of toothpaste onto the brush.*
- 3. Brush your teeth in small circles for two minutes.*
- 4. Rinse your mouth and toothbrush, then dry your face with a towel.*

Name: _____

Date: _____

PROCEDURE WRITING

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Activity 3: Sample Answer (*How to Pack Your School Bag*)

What You Need:

- *School bag*
- *Homework folder*
- *Lunch box*
- *Water bottle*
- *Hat*
- *Books needed for the day*
- *Pencil case*

Name: _____

Date: _____

PROCEDURE WRITING

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Activity 3: Sample Answer (*How to Pack Your School Bag*)

Steps:

- *Check your timetable to see which books and items you need for the day.*
- *Place your books and folders neatly at the bottom of your bag.*
- *Put your pencil case on top of the books so it's easy to reach.*
- *Add your lunch box and water bottle to the side compartments.*
- *Pack your hat if it's a sunny day or required for outdoor play.*
- *Zip up your bag and check that nothing is left behind.*

Name: _____

Date: _____

PROCEDURE WRITING

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Activity 3: Sample Answer *(How to Feed a Pet)*

What You Need:

- *Pet food (appropriate for your pet)*
- *Clean water*
- *Food bowl*
- *Water bowl*
- *Scoop or spoon*
- *A clean area for feeding*

Name: _____

Date: _____

PROCEDURE WRITING

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Activity 3: Sample Answer *(How to Feed a Pet)*

Steps:

- 1. Wash your hands before handling any pet food.*
- 2. Scoop the correct amount of food into your pet's food bowl.*
- 3. Place the food bowl in your pet's usual feeding spot.*
- 4. Check the water bowl and fill it with clean, fresh water.*
- 5. Call your pet if they haven't already come running!*
- 6. Watch your pet eat to make sure everything is okay.*
- 7. Clean up any spills and wash your hands again.*

Name: _____

Date: _____