

PROCEDURAL

*TO SHOW HOW SOMETHING WORKS
IN A STEP BY STEP PROCESS*

ORIENTATION

CATCHY
HEADINGS –
SUPPORTS
WHAT YOU
ARE WRITING

A STATEMENT SO THE
READER KNOWS WHAT
THEY ARE READING
ABOUT

USE
DIAGRAMS,
CHARTS,
MAPS &
GRAPHS

USE
HEADINGS

BODY

EACH STEP MUST
BE SEPARATE AND
IN LOGICAL
ORDER – NUMBER
STEPS OR USE
BULLET POINTS

USE TEXT AND
ILLUSTRATIONS

ARROWS OR
LINES ARE
USED TO
INDICATE
FLOW OF
STEPS

PRESENT TENSE
USED – ACTIONS
THAT ARE
HAPPENING NOW
OR ALL THE TIME

*FORMS OF PROCEDURAL TEXT
POSTERS, TIMELINES, FLOW CHARTS,
LEAFLETS & PHAMPHLETS, BOOKLETS,
HOW TO GUIDE*