

WRITING PROCEDURES

When you describe a procedure, you list in order the **steps** you take to do something. **Action words** such as 'take', 'put', 'use' etc. are used. **Transition words** such as 'first', 'next', 'then', 'finally' etc. are used to show the order in which things are done. Examples of such writing include recipes, manuals, scientific procedures and how to play a particular game.

Explain the **procedure used in each of the following situations** as clearly as possible to someone who has never used the item before.

▶ Example Operating a washing machine

First, you put all your dirty laundry into the washing machine.
Next, put three scoops of detergent in the special detergent compartment.
Cover the lid of the washing machine.
Now, press the 'start' button. The washing cycle begins automatically.
When it gives a buzz, it signals that your laundry has been washed. Open the lid. You can now hang your wet clothes out to dry.

1 Operating a microwave oven

2 Making a call using a mobile phone

Imagine you are a **gourmet cook**. You are writing a cookery book on the variety of dishes found in **Southeast Asia**.
Write about one of your **favourite dishes** in the cookery book.

3

Dish

4

Ingredients

5

Cooking Process

6

Presentation

ANSWERS TO WRITING PROCEDURES

1. First, you put the food that you want to heat up into the microwave oven.
Then, you close the door of the microwave oven.
Next, you press the appropriate buttons at the side of the oven for the length of time needed to heat up the food.
When you hear a buzz, it means that the food has been heated up and can now be taken out of the oven.
Open the door of the microwave oven and remove the food, making sure that you wear a pair of oven mitts. Your food can now be served.
2. First, you press the telephone number of the person that you want to contact.
Then, you press the 'call' button. There is usually a picture of a telephone receiver on this button.
After you finish your call, you can press the 'end call' button. This button is usually next to the 'call' button. There is often a picture of a telephone with a slash on this button.
3. Fried Hokkien Mee
4. yellow noodles, bean sprouts, prawns, water spinach, garlic, salt, oil, prawn stock, cucumber, spring onions, chilli
5. First, heat up the frying pan. When it is hot enough, add in six tablespoons of oil. Stir-fry the garlic until it is slightly brown. Then, add in the prawns. Allow the prawns to cook for a few minutes before adding in the prawn stock. Bring the stock to a boil before adding in half a teaspoon of salt, the bean sprouts and the water spinach. Lastly, add the noodles. Mix everything well.
6. Place the noodles on a plate. Garnish the dish with spring onions, cucumber and chilli.