



Writing instructive text

When you're writing instructive text you need to think about who you're writing it for. For example, are you writing for a child, a friend or a work colleague? This will make a difference to the language you use. You should write instructive texts as if you're **talking to the reader** - although you usually wouldn't use the word 'you'.

Instructive texts:

- use direct language and leave out unnecessary words
- often use 'must' and 'must not'
- sometimes use diagrams to help understanding

Look at this instructive text that came with an electric toothbrush.

Storing and Cleaning.

- After use rinse brush head and handle in warm water.
- Remove brush head and clean once a week.

NB: You must not put the brush in water if the battery cap isn't properly closed.

Changing Brush Head

- Brush heads should be replaced every 3 months or when bristles are worn.
- To remove old brush heads, hold handle and gently pull brush head upwards to release it.
- Press new brush head into handle until you hear a click - it is now ready for use.

Changing Batteries:

- This toothbrush takes 2 AA-sized batteries.
- To change batteries - remove battery cap at bottom of handle by sliding it downwards. Put new batteries in where indicated and slide handle back into place.

NB: DON'T PUT OLD BATTERIES WITH NEW ONES.