



To: Parents and teachers of Grade 4 - 6 learners

Topic: **Procedural text**

Message Objective(s): To help learners:

- know the meaning of procedural text
- know the different kinds of procedural texts
- understand how procedural texts are written

Message: A procedural text is a text which gives instructions on how to make or do something.

**Examples of procedural texts**

- Recipes
- Science experiments
- Instructions for playing games
- Manuals etc

**Characteristics of a procedural text**

- Uses action verbs e.g. Cut, Mix, Turn etc
- Uses simple present tense
- The information is presented in a step by step process.
- The goal is clearly stated.
- The materials or ingredients are listed.
- The steps are listed in order and are often numbered.
- Uses sequence words like first, then, next, finally are used.

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Reference:

[Intermediate Phase ATPs for 2021 \(education.gov.za\)](https://www.education.gov.za/intermediate-phase-atps-for-2021)

[PSRIP IP — National Education Collaboration Trust \(nect.org.za\)](https://www.nect.org.za/psrip-ip)

<https://www.teachstarter.com/au/unit-plan/exploring-procedural-texts-unit-plan/>