



- To:** Parents and teachers of Grade 4 - 6 learners
- Topic:** **Procedural text**
- Message Objectives:** Learners will learn how to write a text that gives instruction or steps on how to complete a specific task.
- 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.

N.B Make use of Recovery Annual Teaching Plans and Planners and Trackers. They will help you track curriculum coverage and ensure all key concepts are covered.

Here are links for revised Annual Teaching Plans and Lesson Plans:

[PSRIP IP — National Education Collaboration Trust \(nect.org.za\)](http://nect.org.za)

[Recovery ATPs \(Trackers\) — National Education Collaboration Trust \(nect.org.za\)](http://nect.org.za)

Nombulelo Baba ([nombulelob@nect.org.za](mailto:nombulelob@nect.org.za))