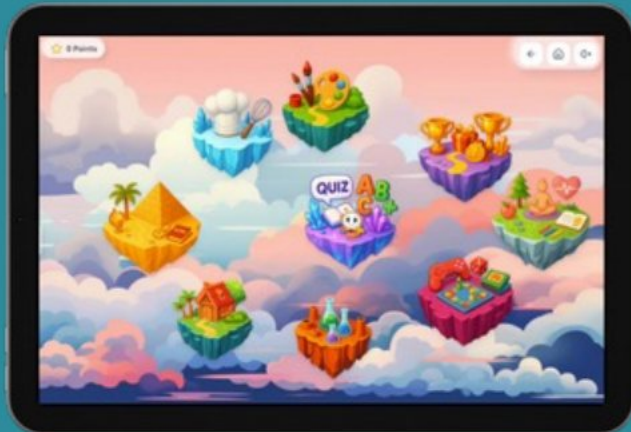




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Procedural Texts - Year 3

Table of Contents	
Presentation: Procedural Texts - Year 3	
Classroom Display: Procedural Text Toolkit	
Activity: Procedure Feature Sort	
Game: Procedure Pathways	
Worksheet: Parts of a Procedure	
Worksheet: Sequence the Method	
Worksheet: Language Feature Hunt	
Worksheet: Build Better Instructions	
Worksheet: Repair the Procedure	
Worksheet: Plan, Draft and Publish	
Quiz: Procedural Texts - Year 3	
Assessment: Mini Greenhouse Procedure Challenge	
Rubric: Procedural Texts - Year 3 Rubric	



Procedural Text



Toolkit



Purpose: tells how to do or make something

1. Goal or Aim



2. Materials, Equipment or Ingredients



3. Method: ordered steps



Language Features

-  action verbs
-  adverbs
-  time connectives
-  present tense
-  topic-specific nouns



Good procedures are clear, ordered and easy to follow.



Procedure Feature Sort



Cut out the cards. Sort each card under the best heading. Explain one choice to a partner.

Goal



Materials



Method



Language Features



Tells what will be made or done



Uses time connectives



Can include diagrams



Lists what is needed



Uses present tense



Keeps steps in order



Numbers the steps



Includes equipment



Uses adverbs



Uses action verbs



Gives clear instructions



Helps the reader succeed

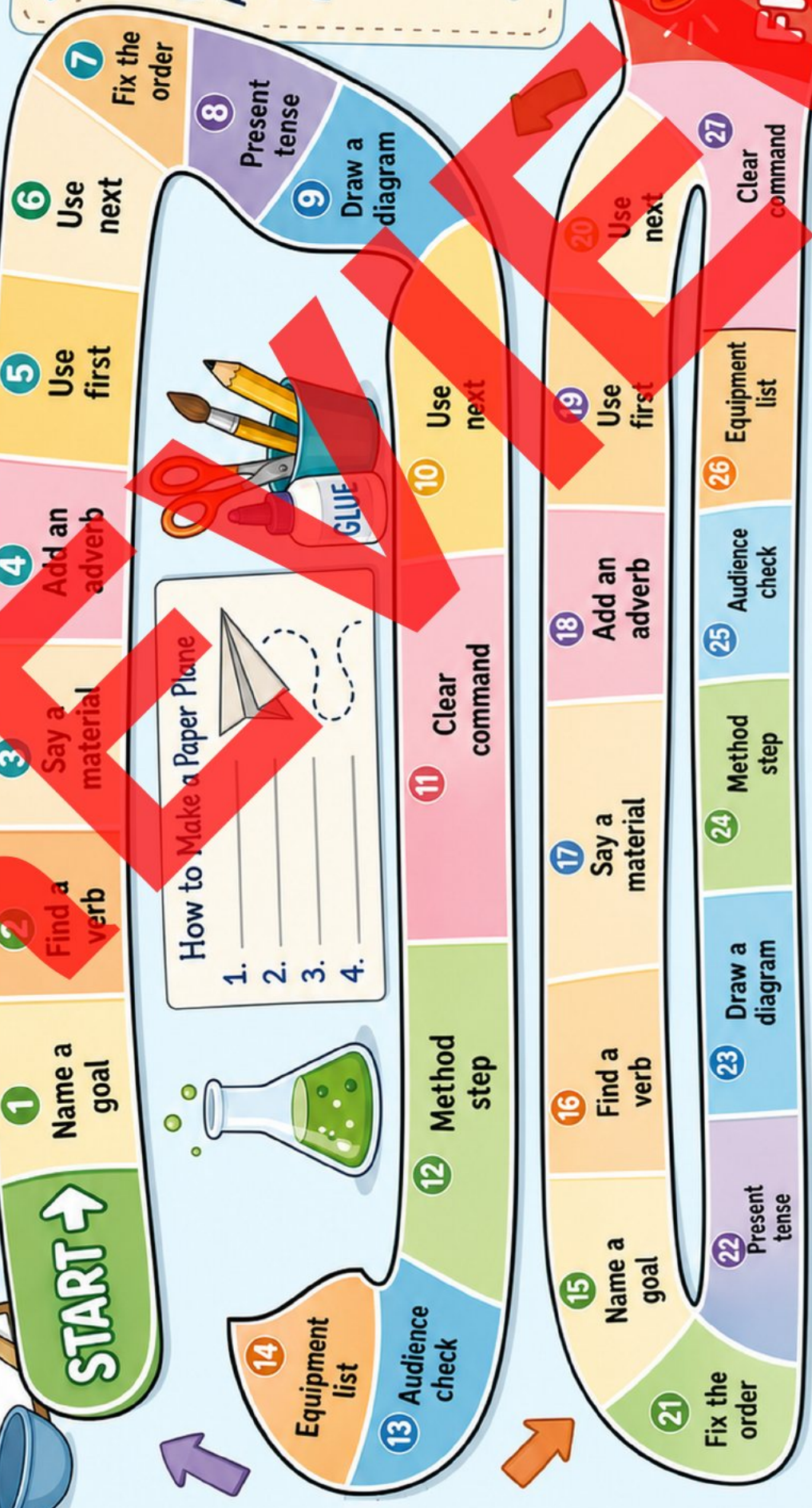


Procedure Pathways



RULES

Roll. Move.
Read the space.
Answer correctly to stay. If not, move back one space.



How to Make a Paper Plane

1. _____
2. _____
3. _____
4. _____

Challenge Cards



Parts of a Procedure

Name: _____

Read the procedure. Label each part: Goal, Materials, Method, Visual Feature.

How to Care for a Class Plant

Goal: Keep the class plant healthy for one week.

Materials: small watering can, water, plant care chart, pencil

Method

1. Place the plant near a sunny window.
2. Check the soil with one finger.
3. Add half a cup of water if the soil feels dry.
4. Turn the pot carefully so each side gets light.
5. Tick the care chart before you leave.

Plant Care Chart

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
☐	☐	☐	☐	☐	☐	☐



Draw your diagram here.

- Tasks**
- A. Circle the goal.
 - B. Underline the materials.
 - C. Box three action verbs.
 - D. Draw one useful diagram.
 - E. Why does this procedure need clear order?



Parts of a Procedure

ANSWERS

Read the procedure. Label each part: Goal, Materials, Method, Visual Feature.

How to Care for a Class Plant

Goal: Keep the class plant healthy for one week.

Materials: small watering can, water, plant care chart, pencil

Method

1. Place the plant near a sunny window.
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5. Tick the care chart before you leave.

Plant Care Chart

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
☐	☐	☐	☐	☐	☐	☐



Goal

Materials

Method

Visual Feature

Tasks

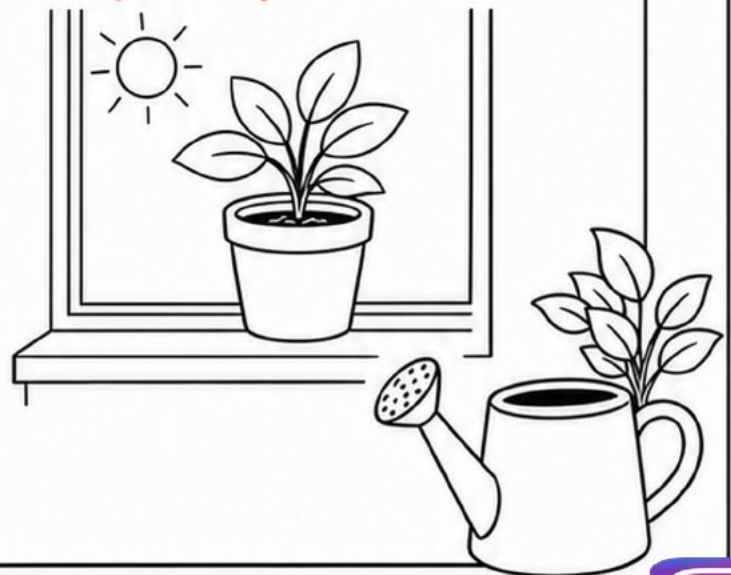
- A. Circle the goal.
- B. Underline the materials.
- C. Box three action verbs.
- D. Draw one useful diagram.
- E. Why does this procedure need clear order?



The reader must follow the steps in order so the plant gets light, water and care at the right time.

Draw your diagram here.

plant by window



Sequence the Method

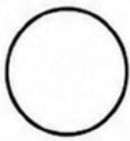
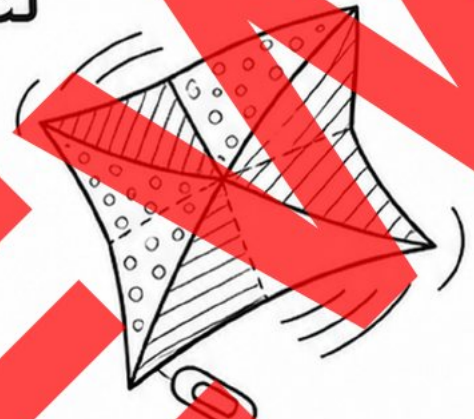
Name: _____

A good procedure puts steps in a clear order.

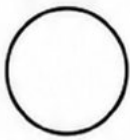
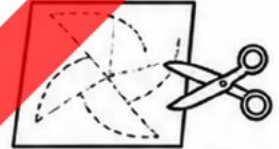
Procedure: How to Make a Paper Spinner

Number the steps from 1 to 6.

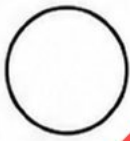
Then add a time connective to three steps.



Cut out the spinner template.



Hold the top edge and let the spinner fall.



Decorate both sides with bright patterns.



Record what you noticed.



Attach a paperclip to the bottom point.



Observe how it spins through the air.



Time connective bank:

First,

Next,

Then,

After that

Finally

Explain: Why would this procedure be confusing if the order changed?

Sequence the Method

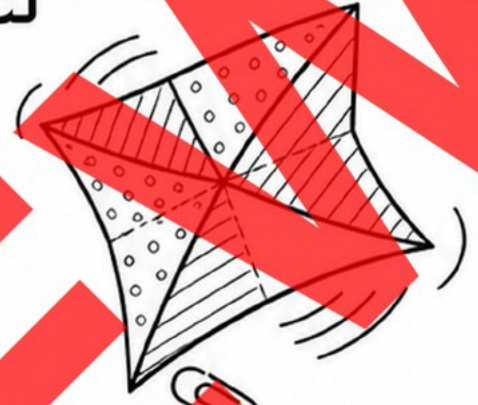
ANSWERS

A good procedure puts steps in a clear order.

Procedure: How to Make a Paper Spinner

Number the steps from 1 to 6.

Then add a time connective to three steps.



1

Cut out the spinner template.

First



4

Hold the top edge and let the spinner fall.



2

Decorate both sides with bright patterns.

Next



6

Record what you noticed.

Finally



3

Attach a paperclip to the bottom point.

Then



5

Observe how it spins through the air.

After that



Time connective bank:

First,

Next,

Then,

After that,

Finally

Explain: Why would this procedure be confusing if the order changed?

The reader needs the steps in order so the spinner is made before it is tested and recorded.

Language Feature Hunt

Name: _____

Read the procedure. Hunt for the language features that help the reader follow it.

How to Make a Rain Gauge

Goal: Make a simple rain gauge.

Materials: plastic bottle, ruler, marker, stones, water, tape

Method

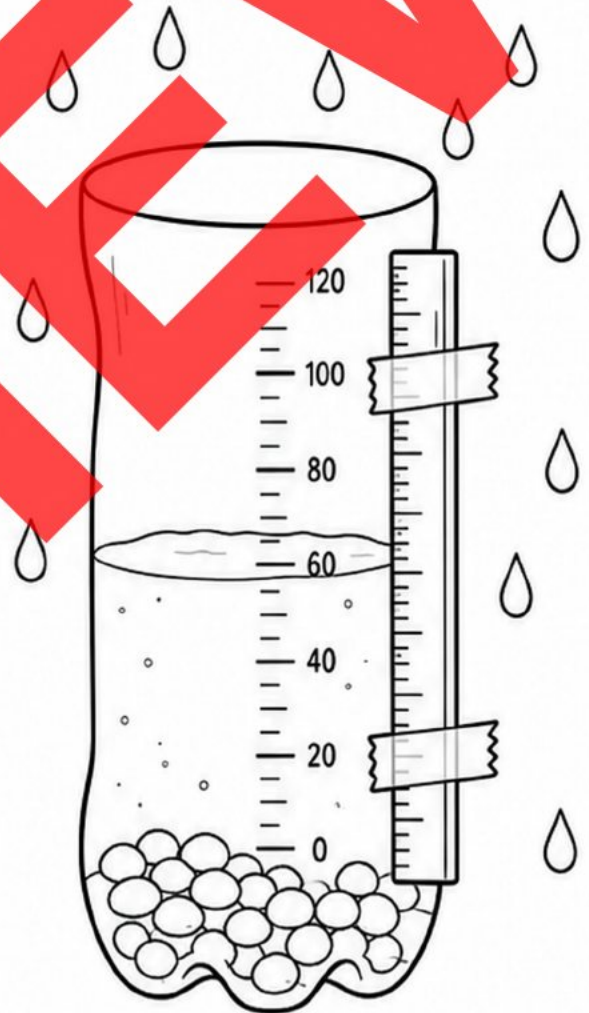
First, carefully cut the top off the bottle.

Next, place small stones in the base.

Then, pour water to the zero mark.

After that, tape the ruler to the side.

Finally, put the rain gauge outside and check it daily.



Tasks

1. Underline four action verbs.
2. Circle three time connectives.
3. Box two adverbs.
4. List three topic-specific nouns.



Language Feature Hunt

ANSWERS

Read the procedure. Hunt for the language features that help the reader follow it.

How to Make a Rain Gauge

Goal: Make a simple rain gauge.

Materials: plastic bottle, ruler, marker, stones, water, tape

Method

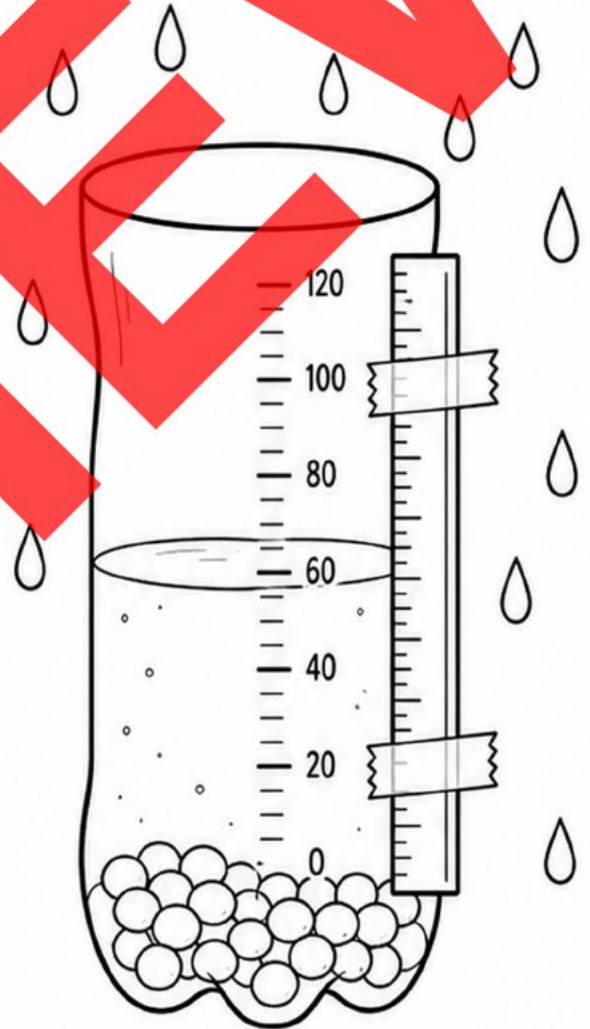
First, carefully cut the top off the bottle.

Next, place small stones in the base.

Then, pour water to the zero mark.

After that, tape the ruler to the side.

Finally, put the rain gauge outside and check it daily.



Tasks

1. Underline four action verbs.
2. Circle three time connectives.
3. Box two adverbs.
4. List three topic-specific nouns.

plastic bottle

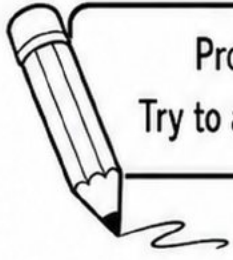
ruler

rain gauge



Build Better Instructions

Name: _____



Procedures need precise instructions. Improve each weak step.
Try to add: an action verb, useful details, an adverb or an adverbial phrase.



Weak instruction	Improved instruction
Get the things.	_____ _____ _____
Do the bottle.	_____ _____ _____
Put it there.	_____ _____ _____
Make it nice.	_____ _____ _____
Finish it.	_____ _____ _____

Choose one improved instruction. Explain why it is clearer for the reader.

Build Better Instructions

ANSWERS



Procedures need precise instructions. Improve each weak step.
Try to add: an action verb, useful details, an adverb or an adverbial phrase.



Weak instruction	Improved instruction
Get the things.	Collect the bottle, ruler, marker and tape carefully. _____ _____
Do the bottle.	Cut the bottle top off with adult help. _____ _____
Put it there.	Place the ruler straight against the side. _____ _____
Make it nice.	Decorate the label neatly with waterproof marker. _____ _____
Finish it.	Finally, check that each step is complete. _____ _____

Choose one improved instruction. Explain why it is clearer for the reader.

It is clearer because it tells the reader exactly what to do,
what to use and how to do it.

Repair the Procedure

Name: _____

This procedure is muddled. Fix the structure, order and wording.

Broken procedure:

Put it outside. Cut a window in the carton.
You will get string, birdseed and a
clean milk carton. First, hang it on a branch.
Then, fill it carefully with birdseed.



Repair tasks

1. Write a clear goal.
2. List the materials.
3. Rewrite four method steps in the correct order.
4. Add one safety note or useful diagram idea.

Goal

Materials

Method

1. _____
2. _____
3. _____
4. _____

Safety or diagram idea

Repair the Procedure

ANSWERS

This procedure is muddled. Fix the structure, order and wording.

Broken procedure:

Put it outside. Cut a window in the carton.
You will get string, birdseed and a
clean milk carton. First, hang it on a branch.
Then, fill it carefully with birdseed.



Repair tasks

1. Write a clear goal.
2. List the materials.
3. Rewrite four method steps in the correct order.
4. Add one safety note or useful diagram idea.



Goal

To make a simple bird feeder.

Materials

clean milk carton, string,
birdseed, scissors

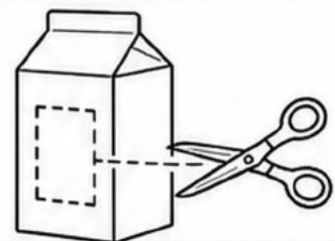
Method

1. Cut a window in the carton.
2. Fill the carton carefully with birdseed.
3. Tie string to the top.
4. Hang the feeder on a branch outside.

Safety or diagram idea

Ask an adult to help with cutting.

Add a diagram of the window cut-out.



Plan, Draft and Publish

Name: _____

Task: Plan a procedure for how to build a desk organiser.

Audience: _____

Goal: _____



Materials or equipment

- _____
- _____
- _____
- _____
- _____
- _____



Method plan

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Language checklist

- ☐ action verbs
☐ adverbs

- ☐ time connectives
☐ present tense

- ☐ clear diagram or visual feature

Draft opening sentence



Plan, Draft and Publish

ANSWERS

Task: Plan a procedure for how to build a desk organiser.

Audience: students who need a tidy desk

Goal: To build a simple desk organiser from a box.



Materials or equipment

- small cardboard box
- toilet roll tubes
- glue
- scissors
- coloured paper
- labels



Method plan

1. Cover the box neatly.
2. Glue tubes inside the box.
3. Add labels to each section.
4. Let the glue dry.
5. Place pencils and rulers inside.
6. Check that the organiser stands safely.



Language checklist

- ☒ action verbs
- ☒ adverbs

- ☒ time connectives
- ☒ present tense

- ☒ clear diagram or visual feature

Draft opening sentence

First, cover the cardboard box neatly with
coloured paper so it looks bright and strong.



Mini Greenhouse Procedure Challenge

Name: _____

Assessment Task

Part A: Analyse the procedure.

How to Start a Mini Greenhouse

Goal: Grow seeds in a clear container.

Materials: clear container, soil, seeds, spray bottle, label

Method

1. Add soil to the container.
2. Press the seeds gently into the soil.
3. Spray the soil lightly with water.
4. Close the lid carefully.
5. Place the container in a warm spot.

Questions

1. Circle the goal.
2. Underline three materials.
3. Box three action verbs.
4. Name two features that help the reader follow the procedure.



Part B: Create your own procedure.

Topic: How to Make a Recycled Seed Pot

Goal

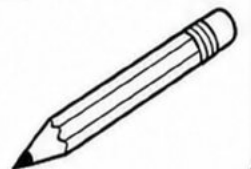
Materials

Method

1. _____
2. _____
3. _____
4. _____
5. _____

Edit check

- ☐ clear order
- ☐ action verbs
- ☐ time connectives
- ☐ present tense



Mini Greenhouse Procedure Challenge

ANSWERS

Assessment Task

Part A: Analyse the procedure.

How to Start a Mini Greenhouse

Goal: Grow seeds in a clear container.

Materials: clear container, soil, seeds, spray bottle, label

Method

1. Add soil to the container.
2. Press the seeds gently into the soil.
3. Spray the soil lightly with water.
4. Close the lid carefully.
5. Place the container in a warm spot.

Questions

1. Circle the goal.
2. Underline three materials.
3. Box three action verbs.
4. Name two features that help the reader follow the procedure.

numbered steps

clear materials list



Part B: Create your own procedure.

Topic: How to Make a Recycled Seed Pot

Goal

To make a recycled seed pot.

Materials

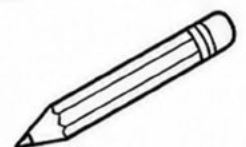
newspaper, jar,
soil, seeds,
water

Method

1. Wrap newspaper around the jar.
2. Fold the base neatly.
3. Slide the pot off the jar.
4. Add soil and seeds.
5. Water the seed pot lightly.

Edit check

- ☒ clear order
- ☒ action verbs
- ☒ time connectives
- ☒ present tense



Procedural Texts - Year 3 Rubric

Criteria	BEGINNING	DEVELOPING	ACHIEVING	CONFIDENT	EXCEEDING
Structure and purpose	Needs support to identify goal, materials or method.	Identifies some parts of a procedure.	Uses goal, materials and ordered method.	Chooses structure to suit audience and purpose.	Creates a clear, purposeful procedure with strong reader support.
Language features	Uses few procedural words.	Uses some verbs or time words.	Uses action verbs, time connectives and present tense.	Adds precise verbs, adverbs and topic vocabulary.	Controls language features to make instructions clear and fluent.
Sequence and clarity	Steps are missing or hard to follow.	Some steps are in a logical order.	Most steps are clear and in order.	Steps are detailed, ordered and easy to follow.	Sequence is highly effective, precise and reader-friendly.
Planning, editing and publishing	Needs support to plan or edit.	Plans briefly and makes simple changes.	Plans, rereads and edits for sense.	Improves wording, layout and visual features.	Publishes a polished text with thoughtful layout and visuals.

Procedural Texts



Procedural Texts Quiz

