

# Sukindi

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## Procedural Texts Unit - Year 1

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# PROCEDURAL TEXTS



A procedure explains how to make or do something.

## TITLE

tells what the procedure is about.

## How to Make a Fruit Cup



## MATERIALS

lists what you need.



## METHOD

gives the steps in order.

1

Place fruit.



2

Stir gently.



3

Add spoon.



4

Enjoy!



# MAKE EACH STEP CLEAR

## SEQUENCING WORDS

1

**First**

2

**Next**

3

**Then**

4

**Last**

## ACTION VERBS



**place**



**pour**



**stir**



**fold**

## ADVERBS



**gently**



**carefully**



**slowly**

## PICTURES can show what to do.

1



Add 1 cup  
of flour.

# PROCEDURE POCKET GUIDE

**Purpose:** show how to make or do something.



**1. TITLE** — name the task



**2. MATERIALS** — list what you need



**3. METHOD** — write the steps in order

- Use First, Next, Then and Last.
- Begin each step with an action verb.

# PROCEDURE POCKET GUIDE

**Purpose:** show how to make or do something.



**1. TITLE** — name the task



**2. MATERIALS** — list what you need



**3. METHOD** — write the steps in order

- Use First, Next, Then and Last.
- Begin each step with an action verb.

# LUCKY DIP PROCEDURE CARDS

Pick one card. Say or write the steps in order.

How to  
sharpen  
a pencil



How to  
pack a  
library bag



How to  
make a  
paper crown



How to  
feed a  
toy pet



How to  
wash your  
hands



How to  
build a  
block tower



How to  
make a  
cosy bed



How to  
water a  
plant



# LUCKY DIP PROCEDURE CARDS

Pick one card. Say or write the steps in order.



How to draw a funny face



How to make a fruit snack



How to get ready for school



How to wrap a pretend gift



How to play hopscotch



How to tidy a desk



How to make a paper fan



How to care for a book

PREVIEW

# ROLL A SILLY PROCEDURE!

Roll a die for each step. Use the matching action word. Add a silly adverb. Draw what happens!

**1** squeeze

**2** toss

**3** wobble

**4** sprinkle

**5** spin

**6** march

## ADVERB BANK

carefully • quickly • slowly • gently • loudly • quietly

# HOW TO MAKE A MAGIC SANDWICH

Roll, write and draw four silly steps.

Materials: bread • cheese • lettuce • tomato



**First**

\_\_\_\_\_

**Next**

\_\_\_\_\_

**Then**

\_\_\_\_\_

**Last**

\_\_\_\_\_

**PREVIEW**

# BUILD A PROCEDURE

2 players. Roll and move. Read the word. Collect sequencing words, verbs and adverbs.  
Use them to say a clear step.



# BUILD A PROCEDURE — SUPPORT MAT

## How to Pack a School Bag

Materials: school bag



• lunch box



• drink bottle



• reader



Use words from the game board to complete four clear steps.

First

action verb

adverb

Next

action verb

verb

Then

action verb

adverb

Last

action verb

adverb

Topic:

Materials:

★ Use words from the game board to create a procedure. ★

First

action verb

adverb

Next

action verb

adverb

Then

action verb

adverb

Last

action verb

adverb

# READ AND UNDERSTAND A PROCEDURE — PAGE 1

Name: \_\_\_\_\_

Look at the title and picture. What do you predict we will make?

\_\_\_\_\_

Word bank: TITLE • MATERIALS • METHOD

Use the word bank to label the three parts.

## How to Make a Fruit Cup



banana • berries • bowl • spoon

1. First, place the fruit in the bowl.
2. Next, stir gently.
3. Then, add the spoon.
4. Last, enjoy your fruit cup.

# READ AND UNDERSTAND A PROCEDURE — PAGE 1

Name: ANSWERS

Look at the title and picture. What do you predict we will make?

a fruit cup

Word bank: TITLE • MATERIALS • METHOD

Use the word bank to label the three parts.

**TITLE**

How to Make a Fruit Cup



**MATERIALS**

banana • berries • bowl • spoon

**METHOD**

1. First, place the fruit in the bowl.
2. Next, stir gently.
3. Then, add the spoon.
4. Last, enjoy your fruit cup.

Name: \_\_\_\_\_

## How to Make a Fruit Cup



Answer each question.

1. What are you making?

---

---

2. Write one item you need.

---

---

3. What happens after you place the fruit in the bowl?

---

---

4. Why should the steps stay in this order?

---

---

5. Look at the picture. What does it help you understand?

---

---

**PREVIEW**

Name: **ANSWERS**

## How to Make a Fruit Cup



Answer each question.

1. What are you making?

**a fruit cup**

2. Write one item you need.

**banana, berries, bowl or spoon**

3. What happens after you place the fruit in the bowl?

**Stir gently.**

4. Why should the steps stay in this order?

**So the task works and makes sense.**

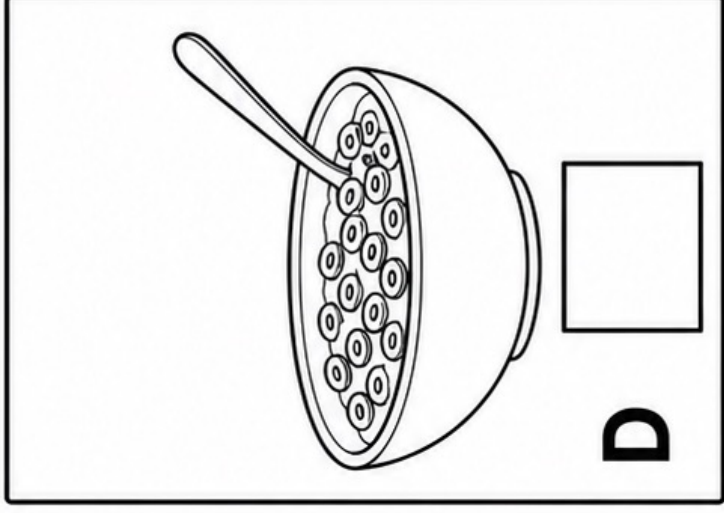
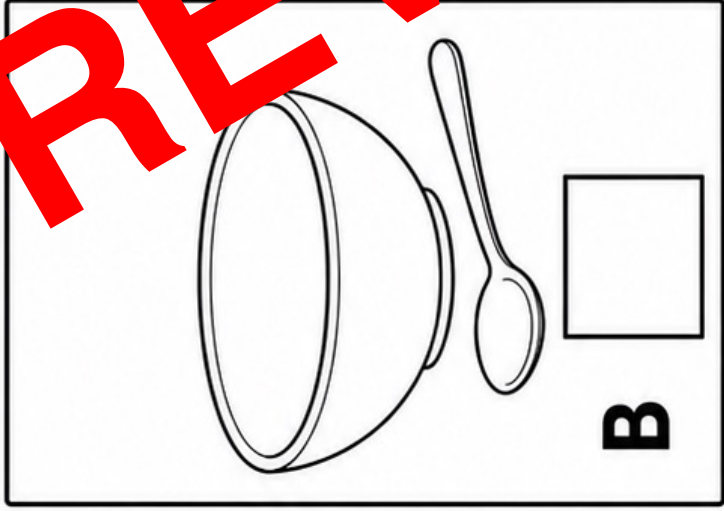
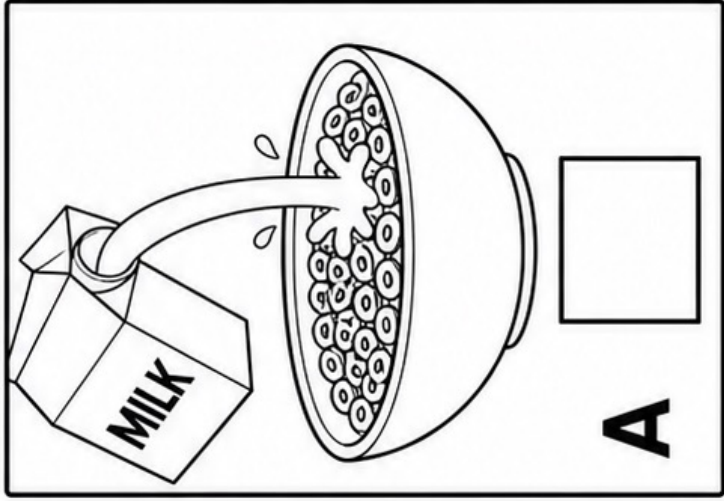
5. Look at the picture. What does it help you understand?

**It shows the fruit, bowl and what to do.**

# PICTURE SEQUENCE — MAKING CEREAL

Name: \_\_\_\_\_

Write 1, 2, 3 and 4 to show the correct order.

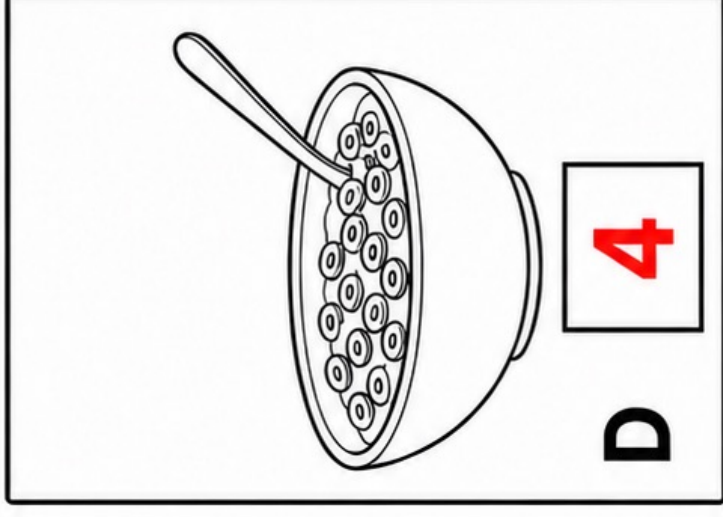
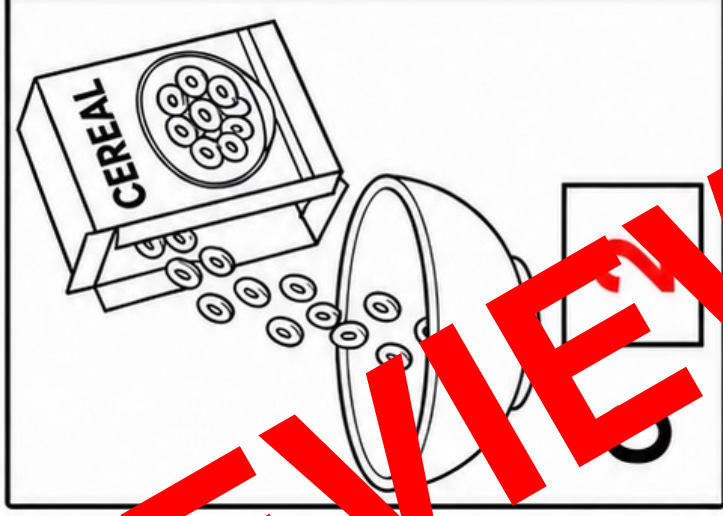
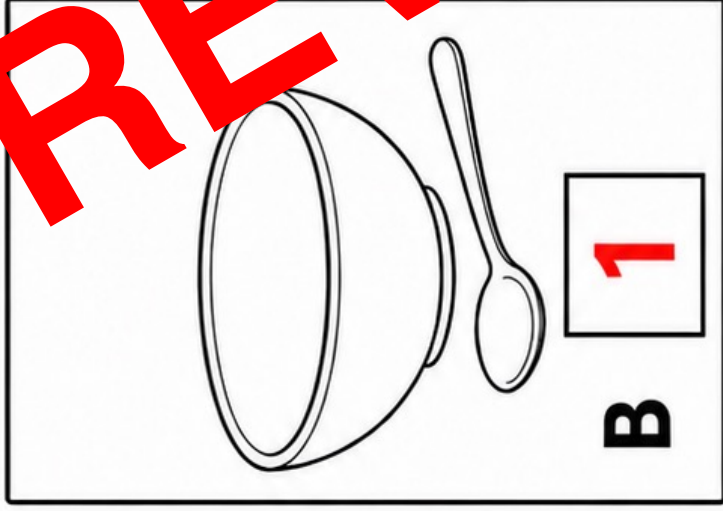
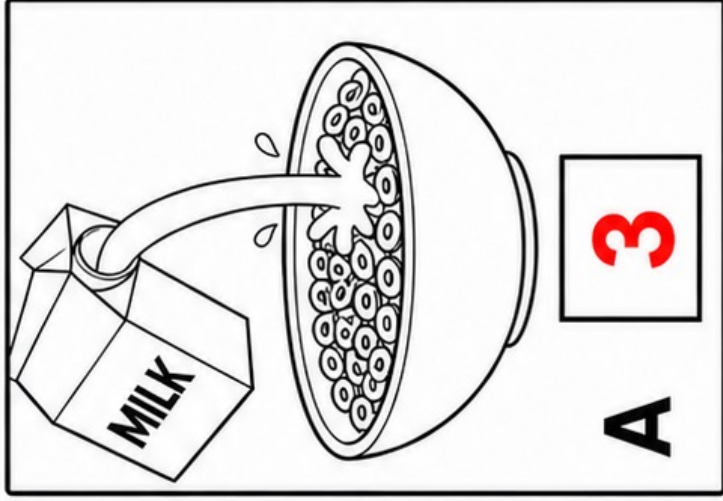


Blank area for writing the sequence order.

# PICTURE SEQUENCE — MAKING CEREAL

Name: **ANSWERS**

Write 1, 2, 3 and 4 to show the correct order.



# TIME WORDS AND VERBS — MAKING CEREAL

Name: \_\_\_\_\_

## Sequencing words:

First • Next • Then • Last

## Action verbs:

get • add • pour • eat

1.



\_\_\_\_\_, \_\_\_\_\_ an empty bowl.

2.



\_\_\_\_\_, \_\_\_\_\_ the cereal.

3.



\_\_\_\_\_, \_\_\_\_\_ the milk.

4.



\_\_\_\_\_, \_\_\_\_\_ your cereal.

# TIME WORDS AND VERBS — MAKING CEREAL

Name: ANSWERS

Sequencing words:

First • Next • Then • Last

Action verbs:

get • add • pour • eat

1.



First

get

an empty bowl.

2.



Next

add

the cereal.

3.



Then

pour

the milk.

4.



Last

eat

your cereal.

# ACTION VERBS IN PROCEDURES

Name: \_\_\_\_\_

Choose an action verb for each instruction.

Word bank: open • place • pour • stir • close • carry

1. \_\_\_\_\_ the lunchbox.



2. \_\_\_\_\_ the sandwich inside



3. \_\_\_\_\_ water into the bottle.



4. \_\_\_\_\_ the yoghurt.



5. \_\_\_\_\_ the lid.



6. \_\_\_\_\_ the lunchbox carefully.



**PREVIEW**

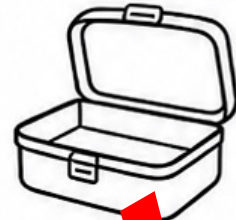
# ACTION VERBS IN PROCEDURES

Name: **ANSWERS** \_\_\_\_\_

Choose an action verb for each instruction.

Word bank: open • place • pour • stir • close • carry

1. open the lunchbox.



2. place the sandwich inside



3. pour water into the bottle.



4. stir the yoghurt.



5. close the lid.



6. carry the lunchbox carefully.



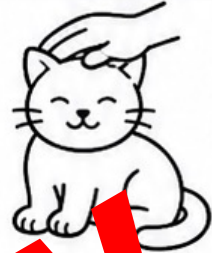
# HELPFUL ADVERBS IN PROCEDURES

Name: \_\_\_\_\_

Choose the word that tells how to do each action.

gently • quietly • neatly • slowly • carefully • safely

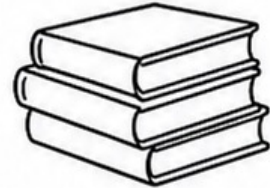
1. Pat the cat \_\_\_\_\_.



2. Walk in the hallway \_\_\_\_\_.



3. Place the book \_\_\_\_\_.



4. Pour the water \_\_\_\_\_.



5. Carry the glass \_\_\_\_\_.



6. Cross the road with an adult \_\_\_\_\_.



# HELPFUL ADVERBS IN PROCEDURES

Name: ANSWERS

Choose the word that tells how to do each action.

gently • quietly • neatly • slowly • carefully • safely

1. Pat the cat gently.



2. Walk in the hallway quietly.



3. Place the book neatly.



4. Pour the water slowly.



5. Carry the glass carefully.



6. Cross the road with an adult safely.

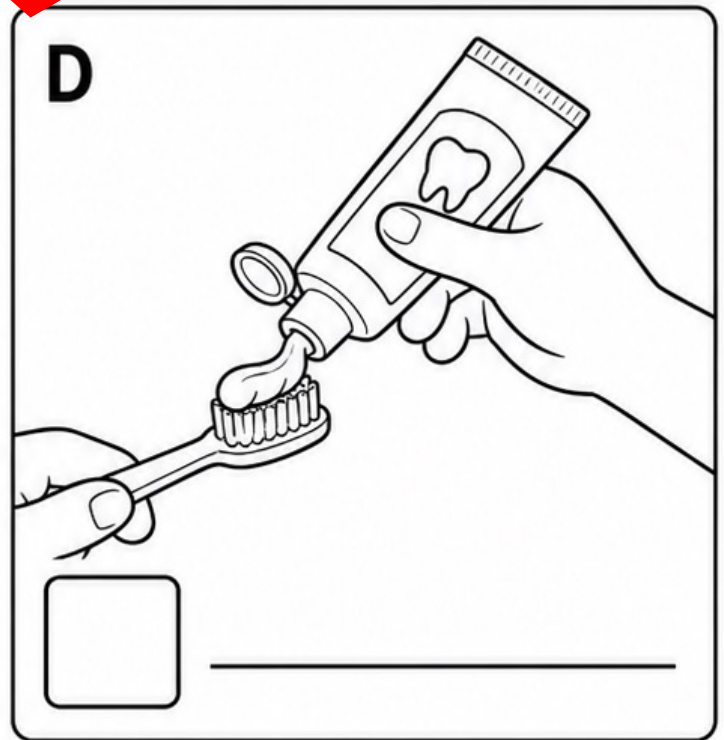
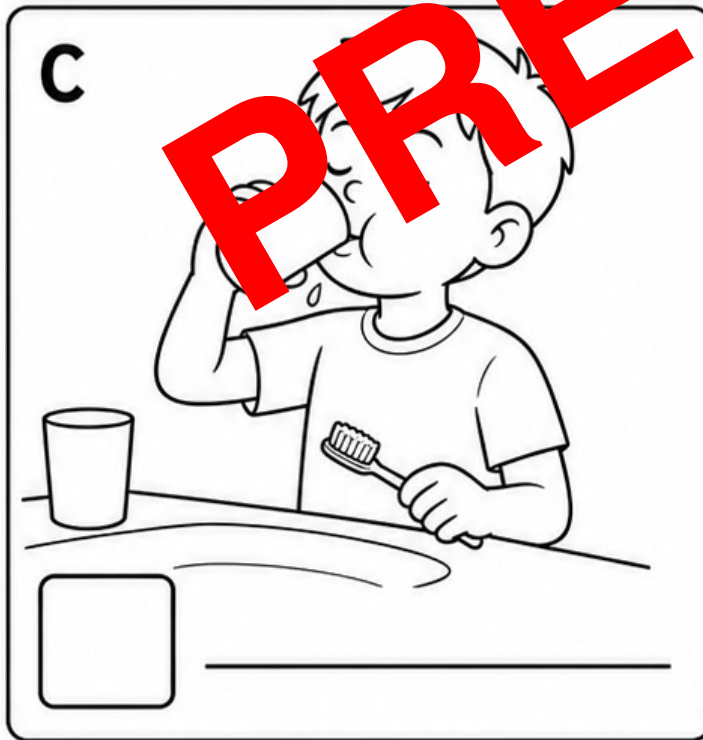
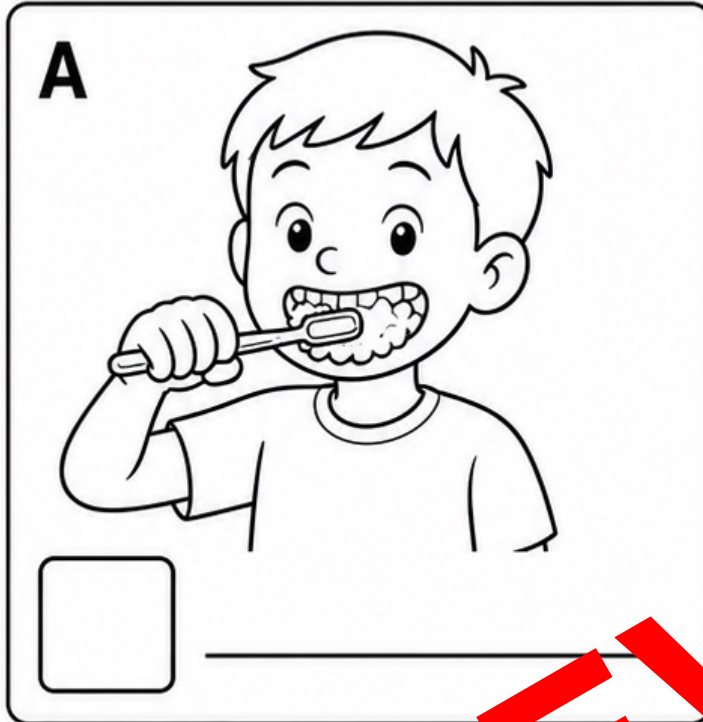


# HOW TO BRUSH YOUR TEETH — PICTURE PLAN

Name: \_\_\_\_\_

Materials: toothbrush • toothpaste • cup • water

Instruction: Number the pictures 1–4. Write First, Next, Then or Last beside each picture.

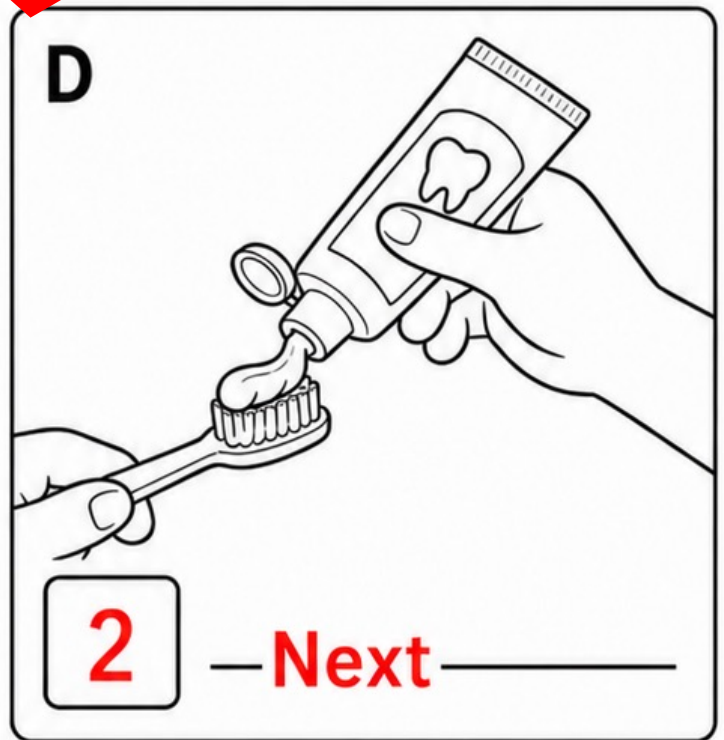
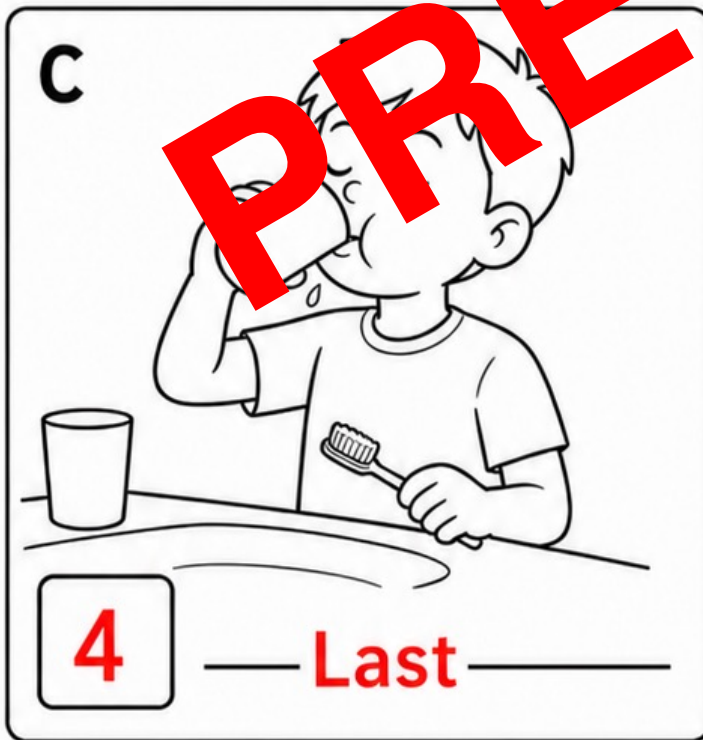
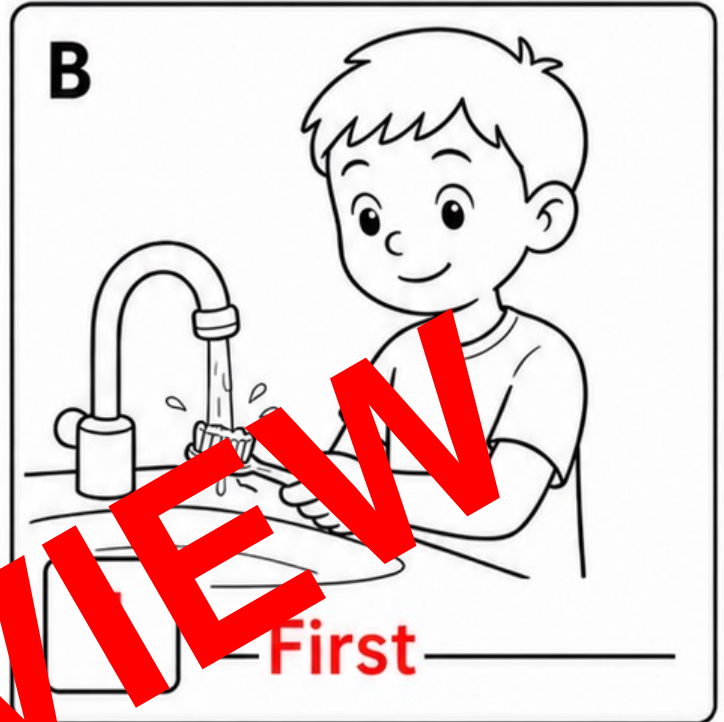
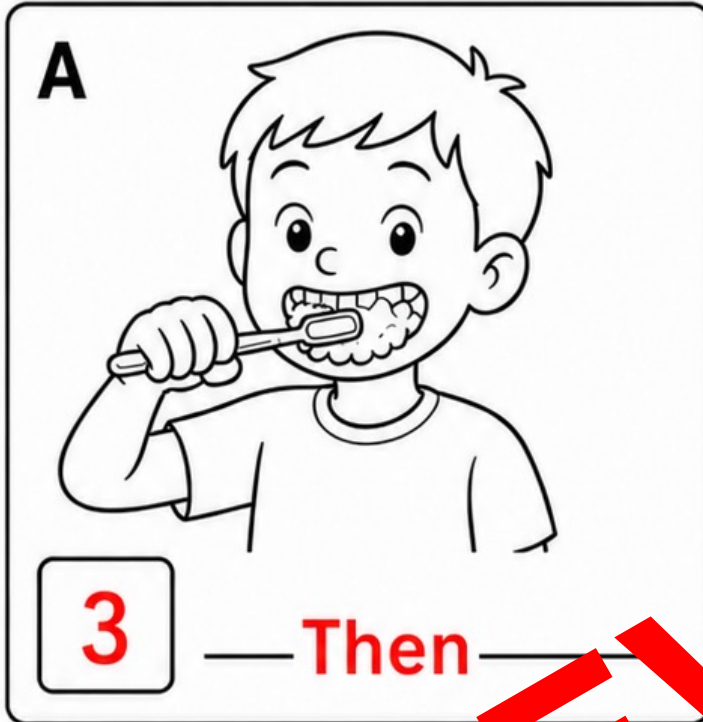


# HOW TO BRUSH YOUR TEETH — PICTURE PLAN

Name: **ANSWERS**

Materials: toothbrush • toothpaste • cup • water

Instruction: Number the pictures 1–4. Write First, Next, Then or Last beside each picture.



# WRITE THE PROCEDURE — HOW TO BRUSH YOUR TEETH

Name: \_\_\_\_\_

Use your picture plan. Add a title, materials and four clear steps.

Title:

Materials:

1. First,

2. Next,

3. Then,

4. Last,

**PREVIEW**

# WRITE THE PROCEDURE — HOW TO BRUSH YOUR TEETH

Name: **ANSWERS**

Use your picture plan. Add a title, materials and four clear steps.

Title: **How to Brush Your Teeth**

Materials: **toothbrush, toothpaste, cup, water**

1. First,  
**wet the toothbrush.**

2. Next,  
**add toothpaste.**

3. Then,  
**brush your teeth gently.**

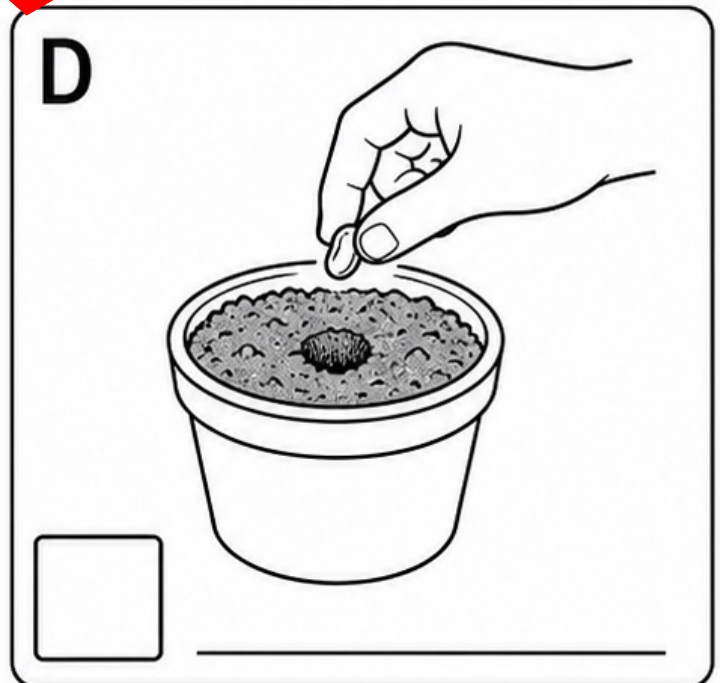
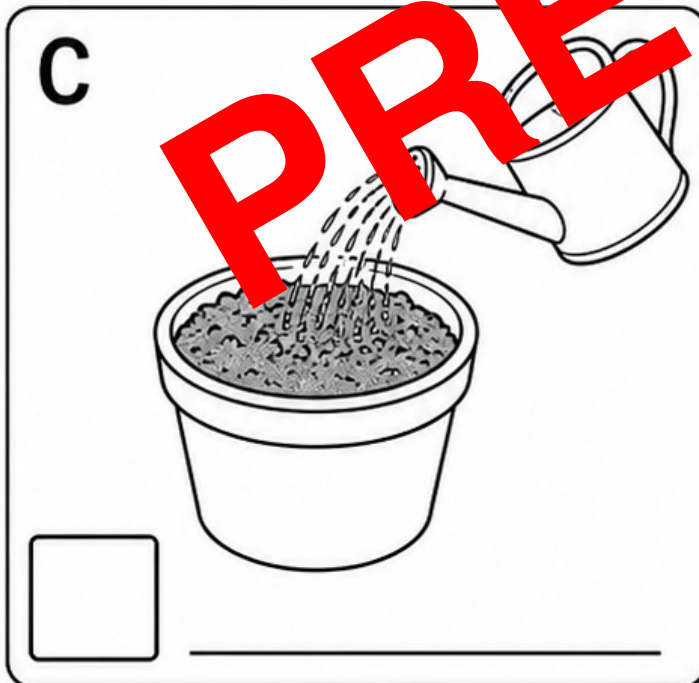
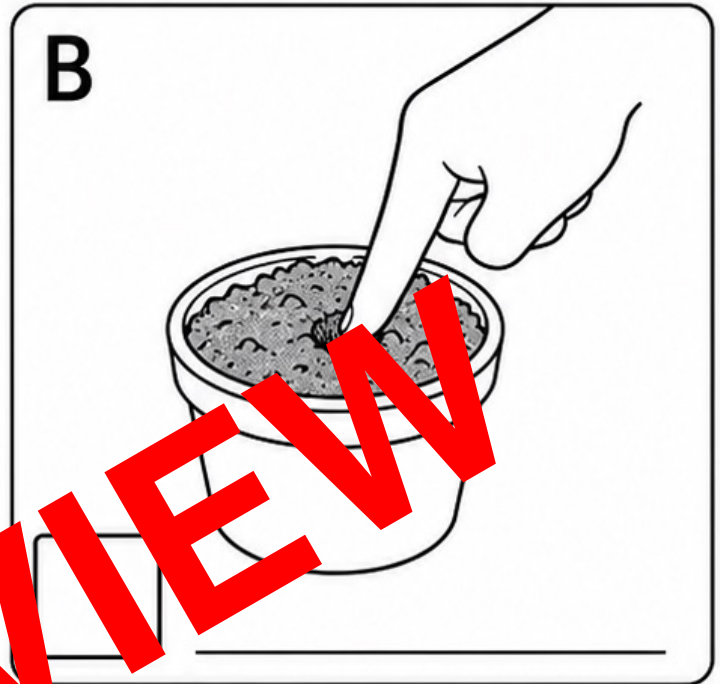
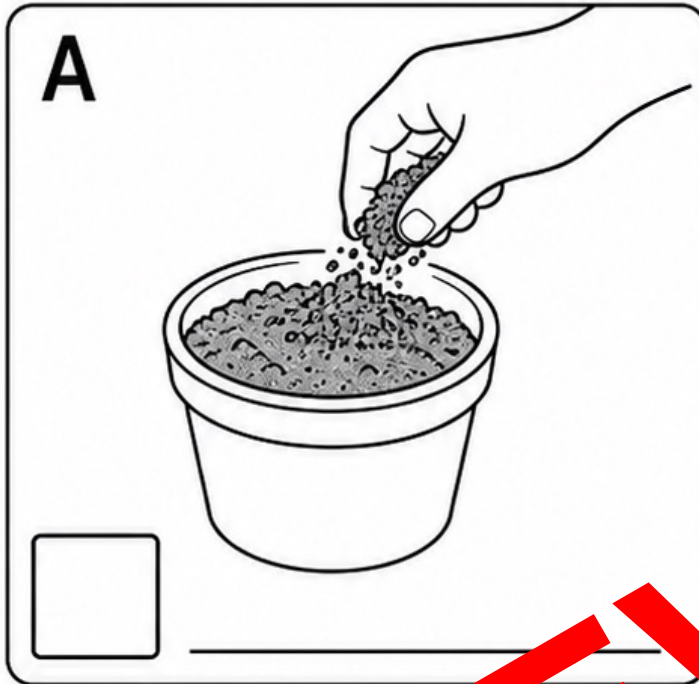
4. Last,  
**rinse your mouth and toothbrush.**

# HOW TO PLANT A SEED – PICTURE PLAN

Name: \_\_\_\_\_

Materials: small pot • soil • seed • water

Number the pictures 1–4. Write First, Next, Then or Last beside each picture.

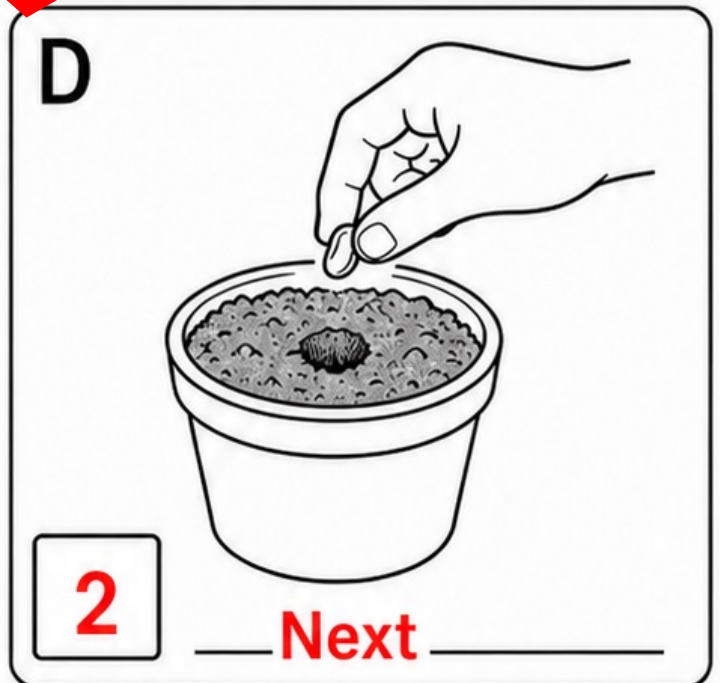
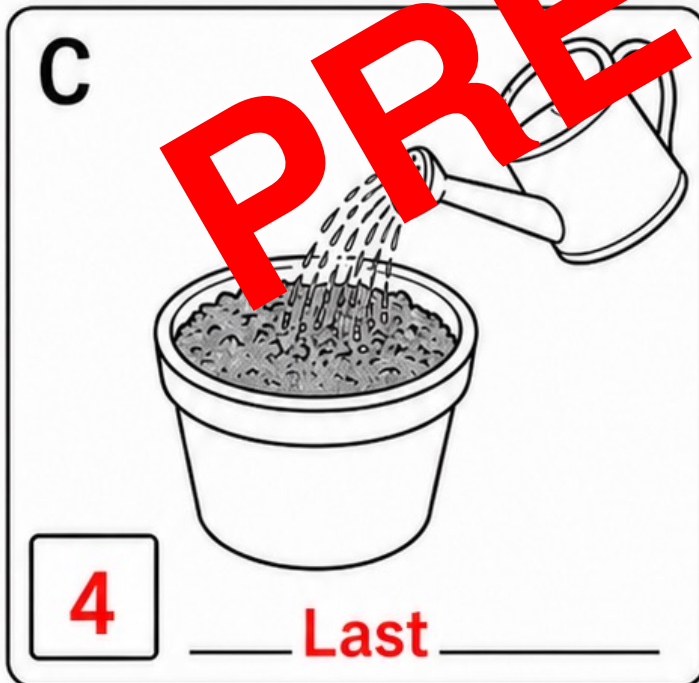
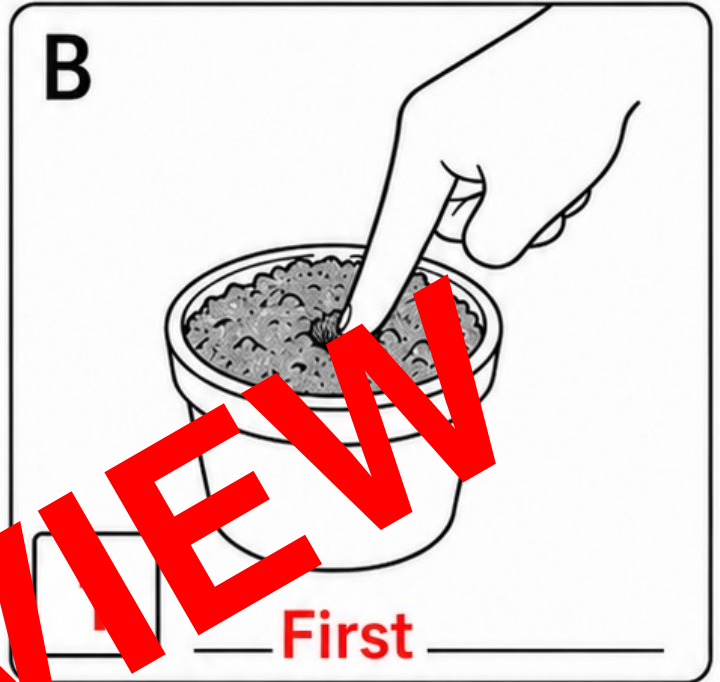
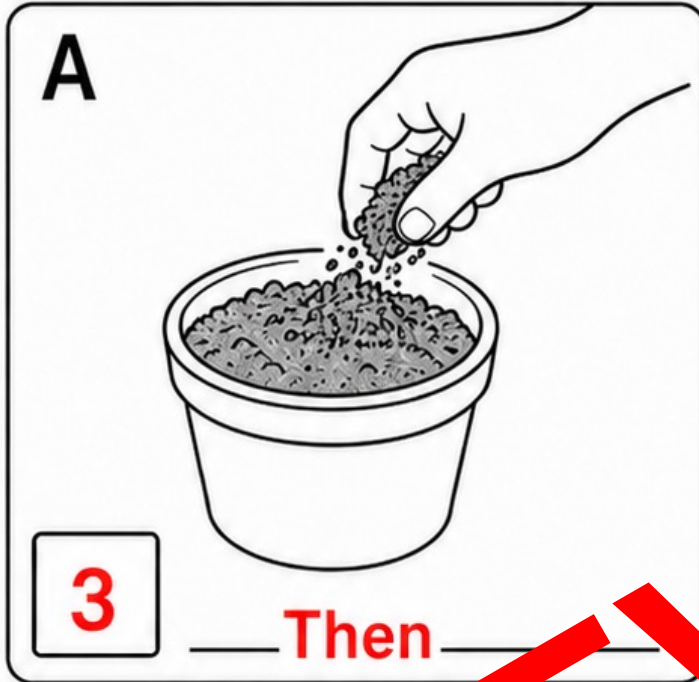


# HOW TO PLANT A SEED — PICTURE PLAN

Name: ANSWERS

Materials: small pot • soil • seed • water

Number the pictures 1–4. Write First, Next, Then or Last beside each picture.



# WRITE THE PROCEDURE — HOW TO PLANT A SEED

Name: \_\_\_\_\_

Use your picture plan. Add a title, materials and four clear steps.

Title: \_\_\_\_\_

Materials:

---

---

---

---

1. First,

---

---

2. Next,

---

---

3. Then,

---

---

4. Last,

---

---

**PREVIEW**

# WRITE THE PROCEDURE — HOW TO PLANT A SEED

Name: **ANSWERS**

Use your picture plan. Add a title, materials and four clear steps.

Title: **How to Plant a Seed**

Materials:

**small pot, soil, seed, water**

1. First,

**fill the pot with soil and make a small hole.**

2. Next,

**place the seed in the hole.**

3. Then,

**cover the seed with soil.**

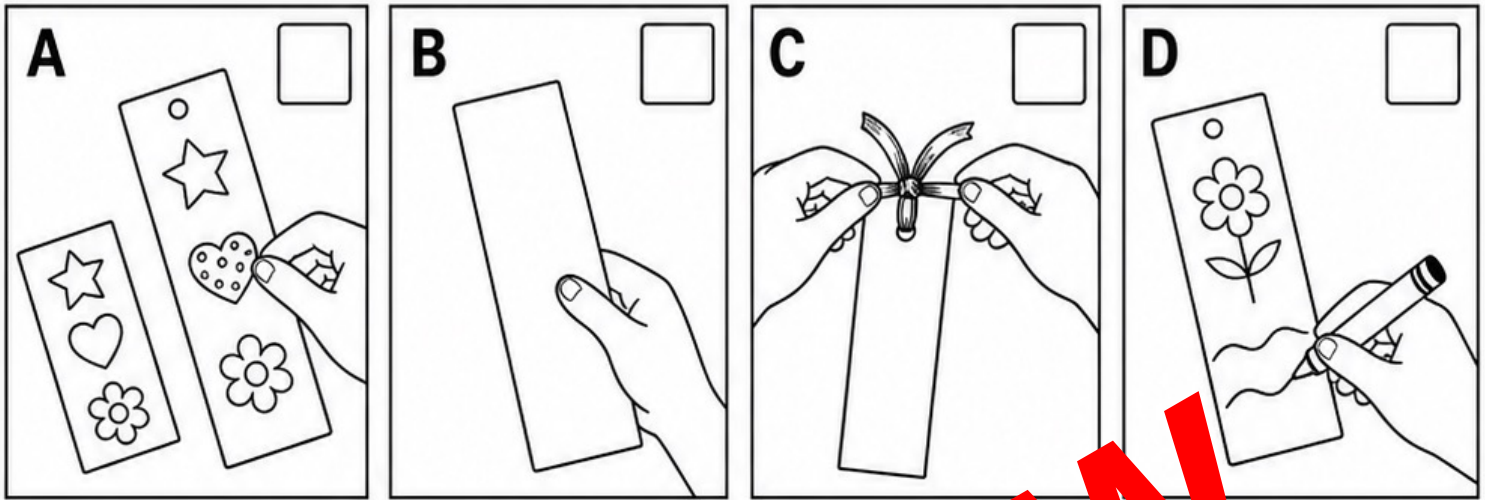
4. Last,

**water the soil gently.**

# ASSESSMENT — PLAN A PAPER BOOKMARK PROCEDURE

Name: \_\_\_\_\_

Study the four pictures. Number them 1–4. Then complete the planning boxes.



Title;

Materials;

First action;

Next action;

Then action;

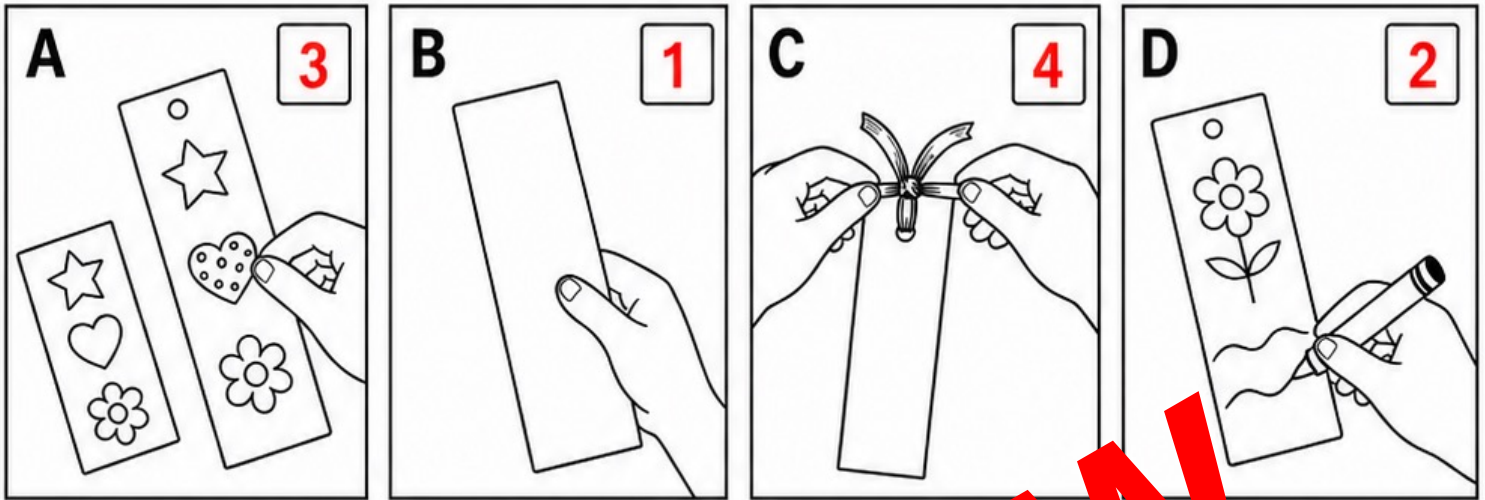
Last action;

strip of card • crayons • stickers • ribbon

# ASSESSMENT — PLAN A PAPER BOOKMARK PROCEDURE

Name: **ANSWERS**

Study the four pictures. Number them 1–4. Then complete the planning boxes.



|               |                                          |
|---------------|------------------------------------------|
| Title;        | How to Make a Paper Bookmark             |
| Materials;    | strip of card, crayons, stickers, ribbon |
| First action; | choose                                   |
| Next action;  | draw                                     |
| Then action;  | add                                      |
| Last action;  | tie                                      |

strip of card • crayons • stickers • ribbon

# ASSESSMENT — WRITE A PAPER BOOKMARK PROCEDURE

---

Name: \_\_\_\_\_

Use your plan. Include a title, materials and four clear steps.  
Use First, Next, Then and Last. Use an action verb in each step.

Title: \_\_\_\_\_

Materials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. First,

\_\_\_\_\_

\_\_\_\_\_

2. Next,

\_\_\_\_\_

\_\_\_\_\_

3. Then,

\_\_\_\_\_

\_\_\_\_\_

4. Last,

\_\_\_\_\_

\_\_\_\_\_

**PREVIEW**

# ASSESSMENT — WRITE A PAPER BOOKMARK PROCEDURE

Name: ANSWERS

Use your plan. Include a title, materials and four clear steps.  
Use First, Next, Then and Last. Use an action verb in each step.

Title: How to Make a Paper Bookmark

Materials: strip of card, crayons, stickers, ribbon

1. First, choose a strip of card.

2. Next, draw a colourful design.

3. Then, add stickers neatly.

4. Last, tie the ribbon through the prepared hole.

# PROCEDURAL TEXTS UNIT — YEAR 1 RUBRIC

Name: \_\_\_\_\_

Date: \_\_\_\_\_

| CRITERIA                   | BEGINNING                  | DEVELOPING             | ACHIEVING                     | CONFIDENT                  | EXCEEDING                    |
|----------------------------|----------------------------|------------------------|-------------------------------|----------------------------|------------------------------|
| <b>Purpose and parts</b>   | No clear purpose.          | Some parts shown.      | Clear title and purpose.      | All parts are clear.       | Parts guide the reader.      |
| <b>Materials</b>           | Materials missing.         | Some materials.        | Suitable materials listed.    | Complete, precise list.    | List is well organised.      |
| <b>Logical order</b>       | Steps unclear.             | Some steps in order.   | Four logical steps.           | Clear sequencing words.    | Smooth, exact sequence.      |
| <b>Verbs and adverbs</b>   | Few action words.          | Some action verbs.     | Verbs and adverbs.            | Strong verbs and adverbs.  | Precise language throughout. |
| <b>Meaning and clarity</b> | Meaning is hard to follow. | Some meaning is clear. | Words and pictures are clear. | Meaning is easy to follow. | Highly clear and detailed.   |

# Procedural Texts

**PREVIEW**



# Procedural Texts Quiz

