

Sukindi

— LEARNING —

Homework without the hassle

Sukindi is an Australian learning platform that supports Teachers, Parents and Students with an interactive homework app and downloadable resources.



Scan to start your
free 7-day trial

www.sukindi.com.au



Procedural Texts - Foundation

Table of Contents	
Presentation: Procedural Texts	
Classroom Display: What Is a Procedure?	
Classroom Display: Procedure Word Wall	
Activity: Picture Sequence Procedures	
Game: Build a Procedure	
Worksheet 1: Procedure Parts Sort	
Worksheet 2: Action Words at Work	
Worksheet 3: Time Words in Order	
Worksheet 4: Picture Perfect Procedures	
Worksheet 5: Plan and Write a Procedure	
Quiz: Procedural Texts	
Assessment: I Can Write a Procedure	
Rubric: Procedural Texts Unit Foundation Rubric	





WHAT IS A PROCEDURE?

A procedure tells how
to do or make something,
step by step.

TITLE



What will I
do or make?

MATERIALS



What will I
need?

METHOD



What steps
will I follow?

PARTS OF A PROCEDURE.



TITLE

The name of the
procedure



MATERIALS

The things we need



METHOD

The steps in order

ACTION VERBS

cut



pour



mix



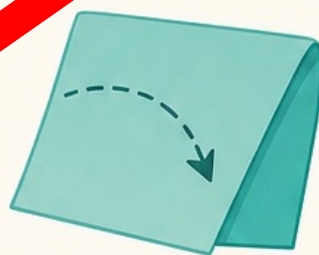
stir



place



fold



wash



draw



open



close



press



carry



TIME WORDS

1

FIRST



2

NEXT



3

THEN



4

LAST

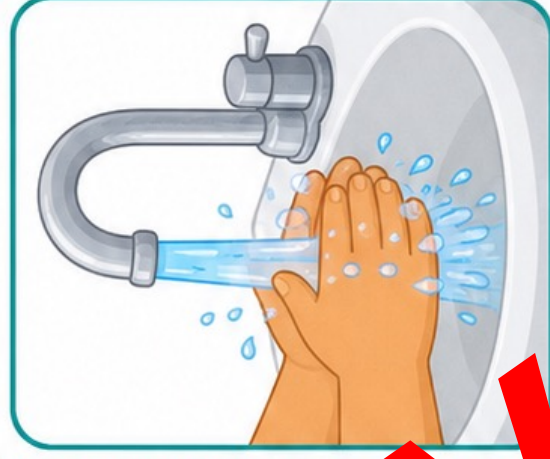


Time words help us put steps in order.

PICTURE SEQUENCE PROCEDURES

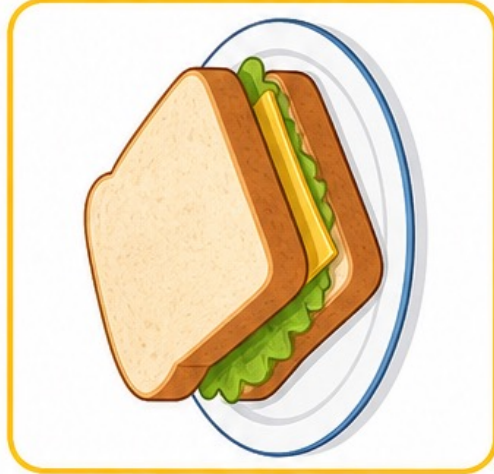
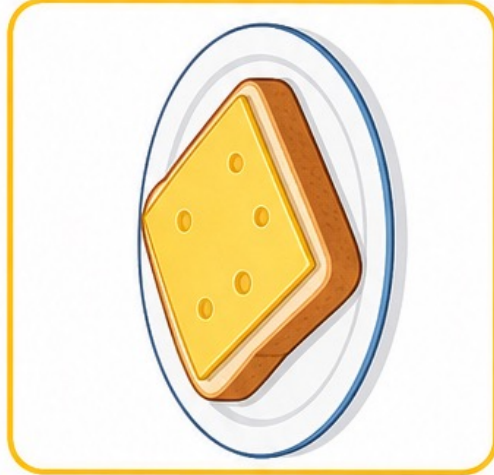
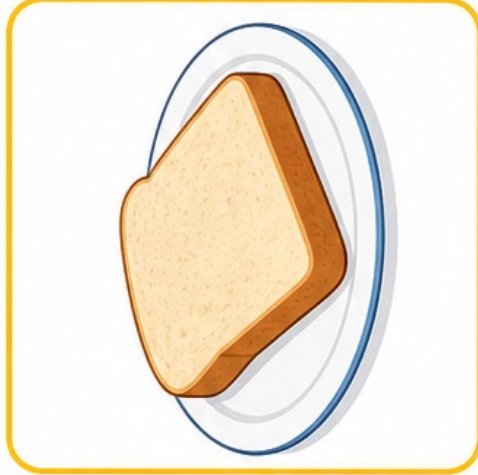
PLANT A SEED

WASH YOUR HANDS



PICTURE SEQUENCE PROCEDURES

MAKE A SANDWICH



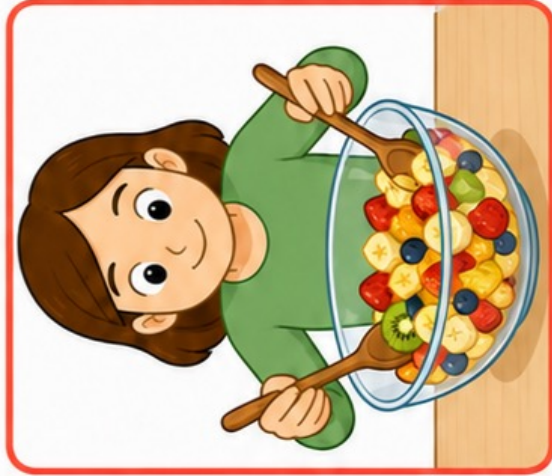
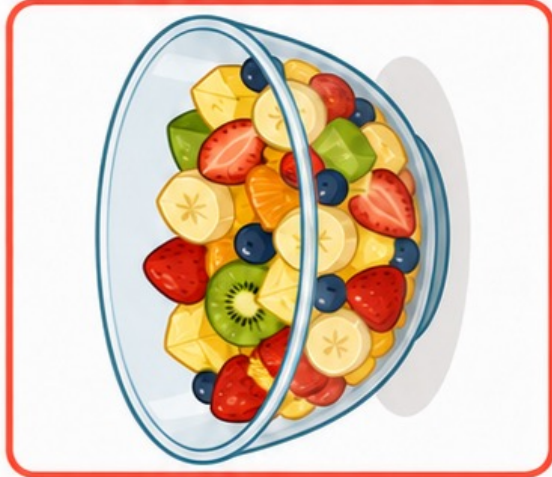
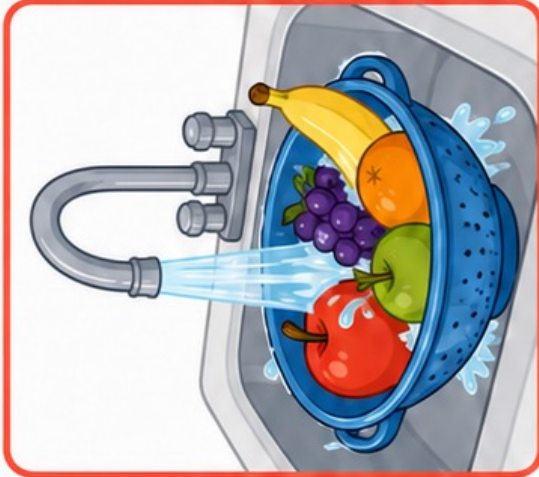
PACK A SCHOOL BAG



PICTURE SEQUENCE PROCEDURES

MAKE FRUIT SALAD

BRUSH YOUR TEETH



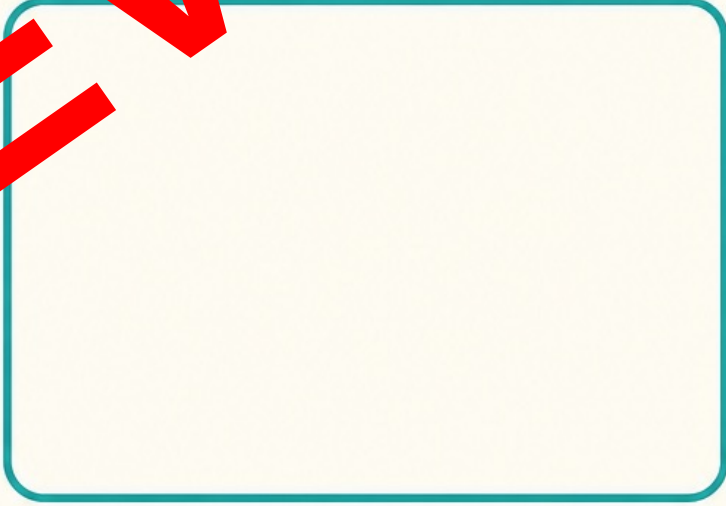
PICTURE SEQUENCE PROCEDURES

Place the pictures in order. Tell the steps.

FIRST



NEXT



THEN



LAST



PREVIEW

BUILD A PROCEDURE

Move along the path. Pick a card. Say the answer.

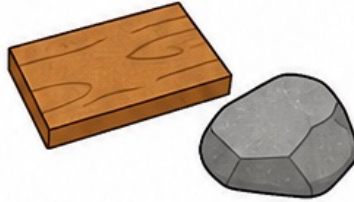


BUILD A PROCEDURE CARDS

Name a title.



Name one material.



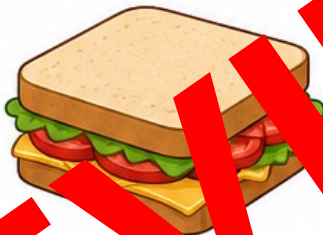
What do you need to wash hands?



What do you need to plant a seed?



Choose a title for a sandwich.



Choose a title for a school bag.



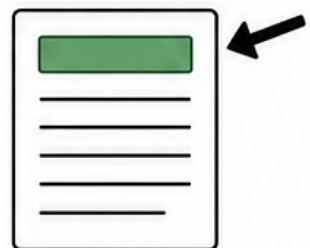
Say the materials for fruit salad.



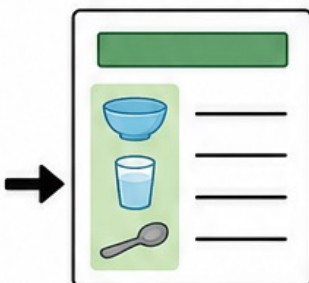
Say the materials for brushing teeth.



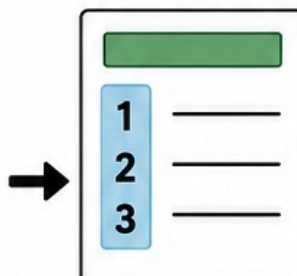
Point to the title.



Point to the materials.



Point to the method.



Tell what materials means.



BUILD A PROCEDURE CARDS

Say an
action word.



Act out
stir.



Act out
fold.



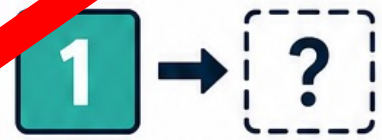
Act out
wash.



Say a
time word



What comes
after FIRST?



What comes
before LAST?



Put the time
words in order.



Tell one
step.



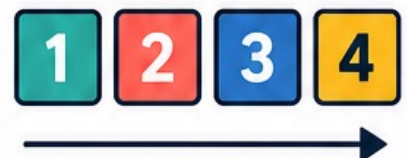
Tell the
next step.



Fix this
order.



Make a four-step
procedure.



PROCEDURE PARTS SORT

Name: _____

Draw a line to match each part.

TITLE



The name of the
procedure

MATERIALS



The things we need

METHOD



The steps in order

TITLE	MATERIALS	METHOD

PROCEDURE PARTS SORT

Name: ANSWERS

Draw a line to match each part.

TITLE   **The name of the procedure**

MATERIALS   **The things we need**

METHOD   **The steps in order**

PREVIEW

TITLE	MATERIALS	METHOD
How to Make a Sandwich	bread, cheese, lettuce	1. Put down bread. 2. Add cheese. 3. Add lettuce. 4. Put bread on top.

ACTION WORDS AT WORK

Name: _____

Circle the action word in each pair.



stir / happy



pour / yellow



wash / quiet



fold / soft



cut / little



draw / kind



Choose one action word. Draw it.

ACTION WORDS AT WORK

Name: ANSWERS

Circle the action word in each pair.



stir / happy



pour / yellow



wash / quiet



fold / soft



cut / little



draw / kind



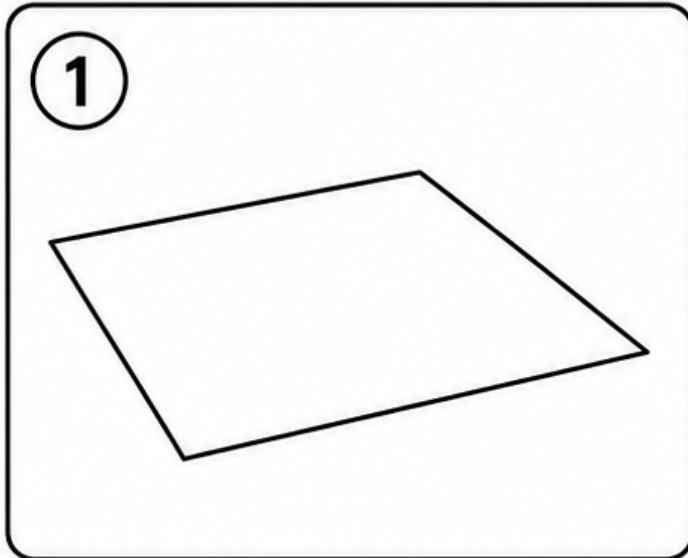
Choose one action word. Draw it.



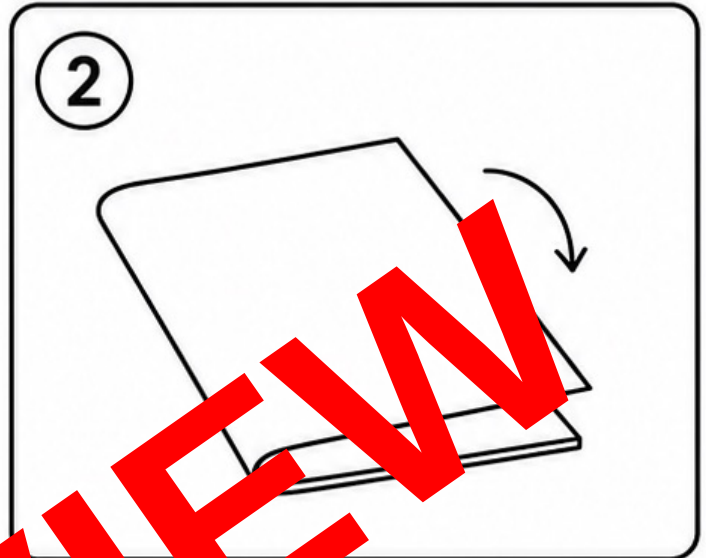
TIME WORDS IN ORDER

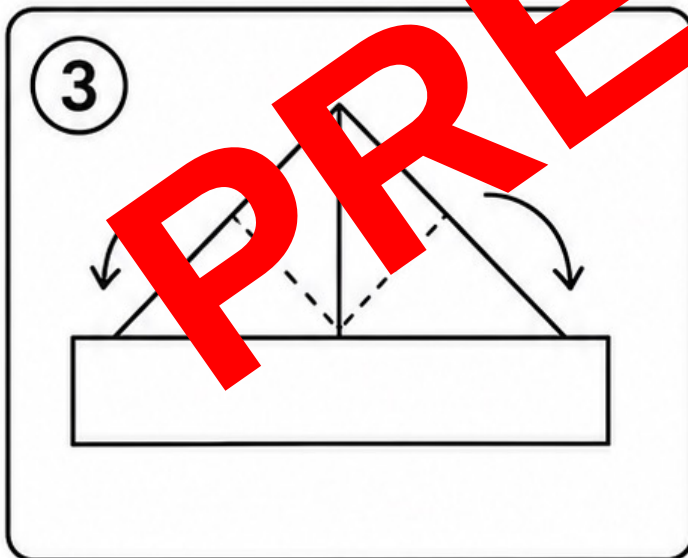
Name: _____

Write the missing time word.

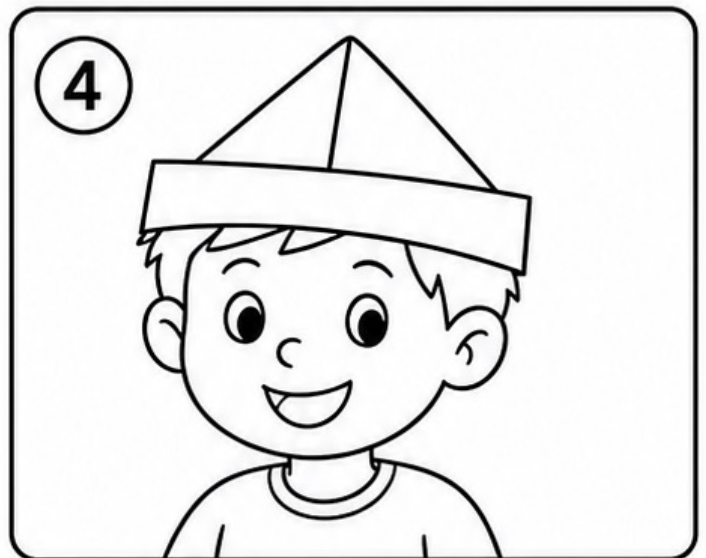


FIRST





THEN

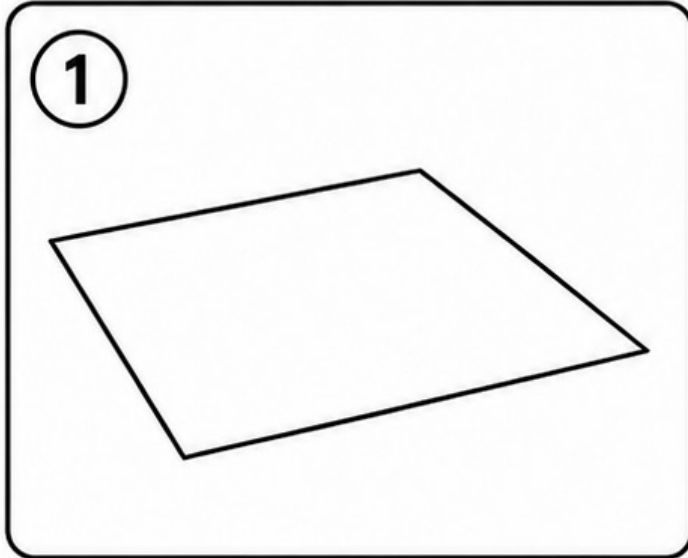


Word bank: NEXT, LAST

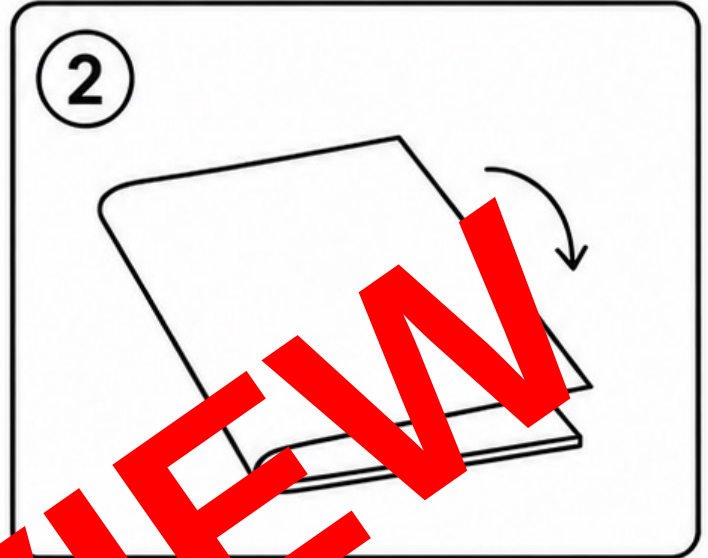
TIME WORDS IN ORDER

Name: ANSWERS

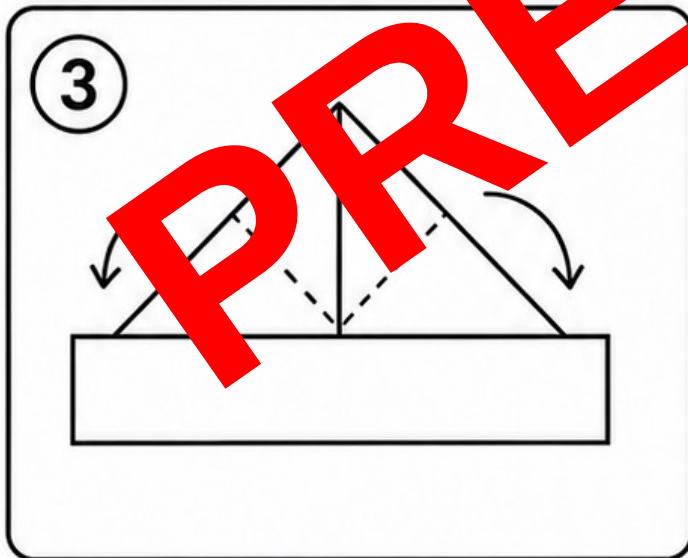
Write the missing time word.



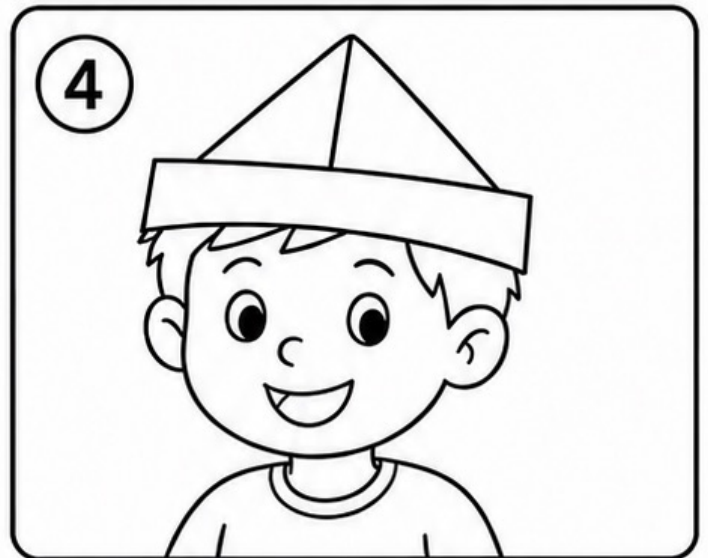
FIRST



NEXT



THEN



LAST

Word bank: NEXT, LAST

PICTURE PERFECT PROCEDURES

Name: _____

How to Plant a Seed

Materials: small pot, soil, seed, water



Draw each step.

1. Put soil in the pot.



2. Make a small hole.

3. Put the seed.

4. Add water.

PICTURE PERFECT PROCEDURES

Name: _____ **ANSWERS**

How to Plant a Seed

Materials: small pot, soil, seed, water



Draw each step.

1. Put soil in the pot.



2. Make a small hole



3. Put the seed.



4. Add water.

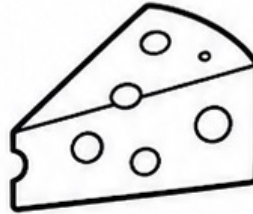
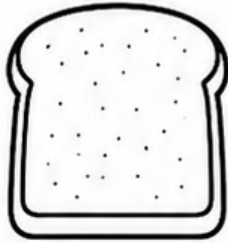
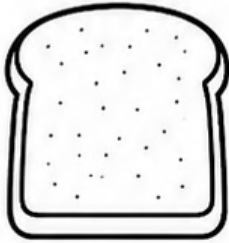


PICTURE PERFECT PROCEDURES

Name: _____

How to Make a Sandwich

Materials: 2 slices of bread, cheese, lettuce



Draw each step.

1. Put down one slice of bread.

A large, empty rectangular box with rounded corners, intended for drawing the first step of the procedure.

2. Add cheese.

A large, empty rectangular box with rounded corners, intended for drawing the second step of the procedure.

3. Add lettuce.

A large, empty rectangular box with rounded corners, intended for drawing the third step of the procedure.

4. Put the other slice on top.

A large, empty rectangular box with rounded corners, intended for drawing the fourth step of the procedure.

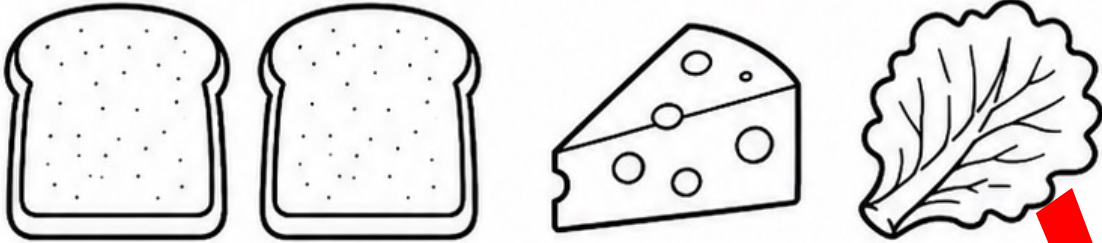
PREVIEW

PICTURE PERFECT PROCEDURES

Name: ANSWERS

How to Make a Sandwich

Materials: 2 slices of bread, cheese, lettuce



Draw each step.

1. Put down one slice of bread.



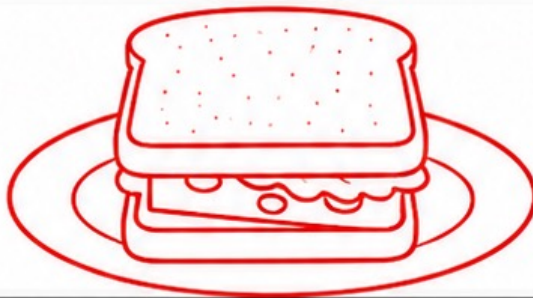
2. Add cheese



3. Add lettuce.



4. Put the other slice on top.



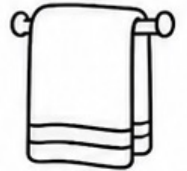
PICTURE PERFECT PROCEDURES

Name: _____

How to Wash Your Hands



Materials: water, soap, towel



Draw each step.

1.



1. Wet your hands.

2.



2. Add soap and rub.

3.



3. Rinse your hands.

4.



4. Dry your hands.

PICTURE PERFECT PROCEDURES

Name: ANSWERS

How to Wash Your Hands



Materials: water, soap, towel



Draw each step.

1.



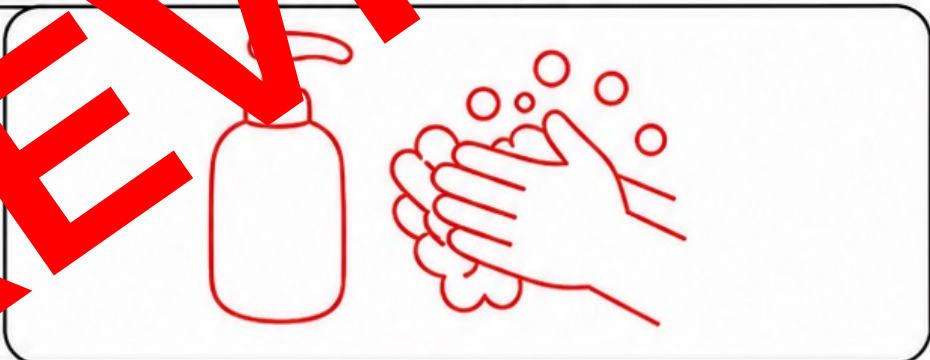
1. Wet your hands.



2.



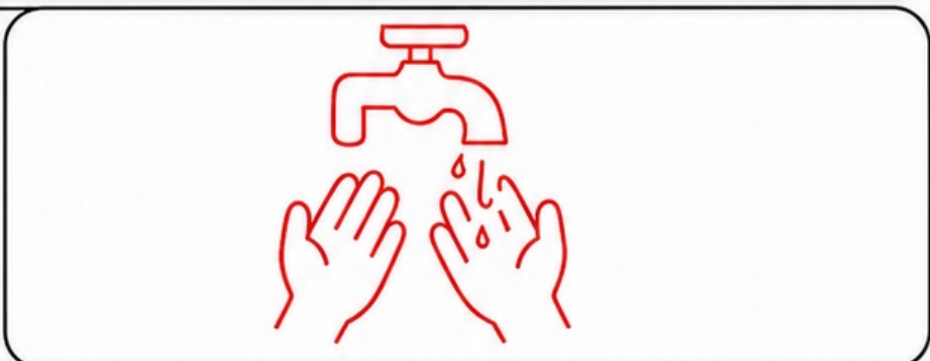
2. Add soap and rub.



3.



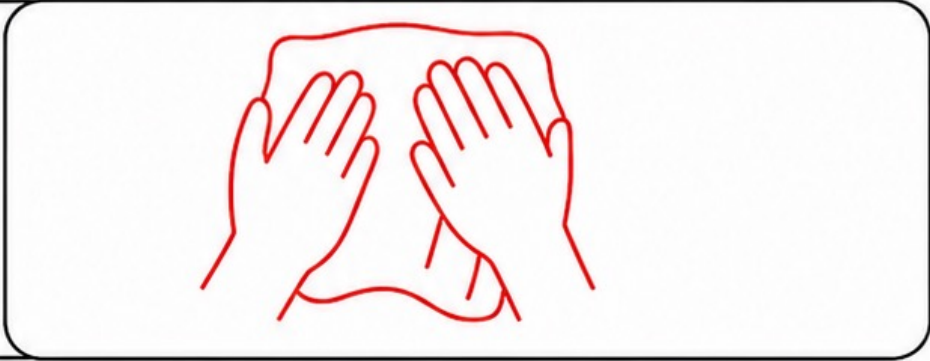
3. Rinse your hands.



4.



4. Dry your hands.



PLAN A PROCEDURE

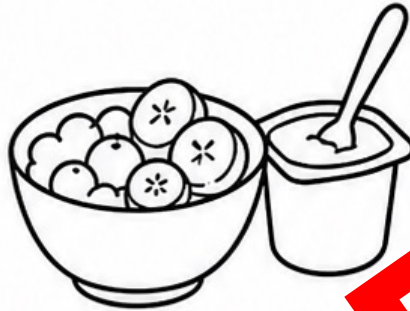
Name: _____

Choose one:

wash a toy



make a snack



pack a bag

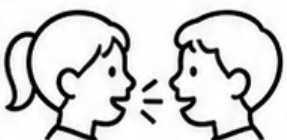


Draw the steps.

FIRST

NEXT

LAST



Tell your procedure to a partner.

PLAN A PROCEDURE

Name: _____

Title:

Materials:

Draw and label four steps.

①

FIRST



②

NEXT



③

THEN



④

LAST



WRITE MY PROCEDURE

Name: _____

Title:

Materials:

Method:

1.

2.

3.

4.

☐

I used action words.

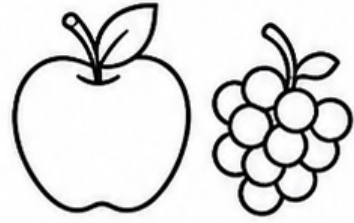
☐

I put my steps in order.

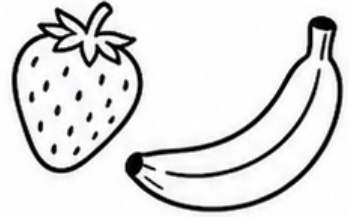
☐

I used a capital letter and a full stop.

I CAN WRITE A PROCEDURE



Name: _____



Assessment - Part A

Plan: How to Make Fruit Salad

Materials:

Draw four steps.

FIRST

NEXT

THEN

LAST

PREVIEW

I CAN WRITE A PROCEDURE

Name: _____

Assessment - Part B

How to Make Fruit Salad

Materials:

Method:

1. _____

2. _____

3. _____

4. _____

☐

Title

☐

Materials

☐

Steps in order

☐

Action words

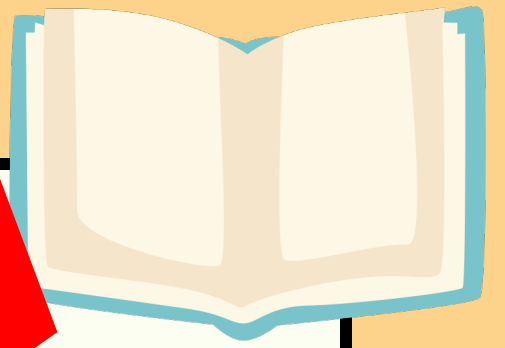
PROCEDURAL TEXTS UNIT FOUNDATION RUBRIC

CRITERIA	BEGINNING	DEVELOPING	ACHIEVING	CONFIDENT	EXCEEDING
Purpose and title	Needs support	Simple purpose	Clear title and purpose	Specific title and purpose	Engaging precise title
Materials	Missing	Some used	All needed	Complete and clear	Detailed and precise
Ordered method	Steps unclear	Some order	Steps in order	Clear sequence	Complete logical sequence
Action and time words	Rarely used	Some used	Used correctly	Varied and correct	Purposeful and precise
Drawing and writing	Hard to follow	Some meaning	Meaning is clear	Detailed and clear	Highly clear and detailed
Sharing and checking	Needs support	Shares with prompts	Shares and checks	Shares clearly and improves	Explains choices and improves

Procedural Texts



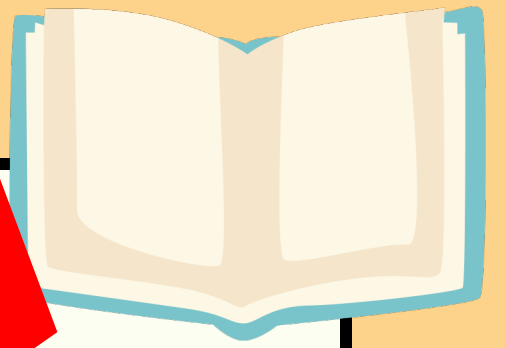
Learning Goal



We are learning to think, order, and write simple procedures so
another person can follow our steps.



What Is a Procedure?

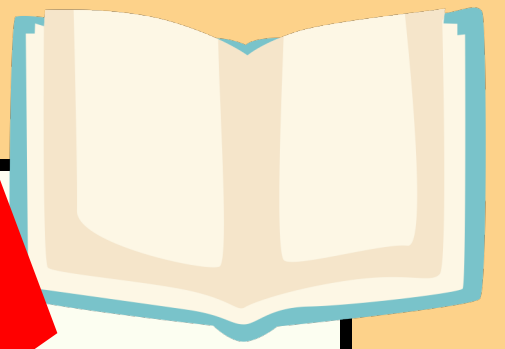


A procedure tells how to do or make something.

It gives clear steps in the correct order.



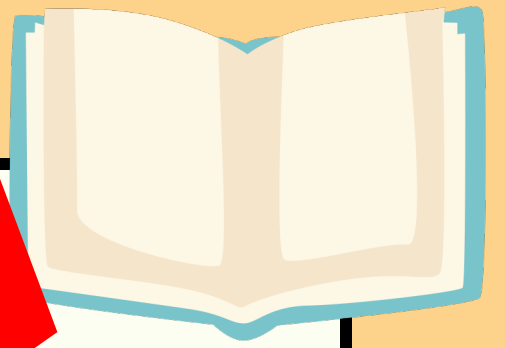
Where Do We Find Procedures?



Recipes • game rules • craft instructions
classroom routines • simple experiments



Three Important Parts



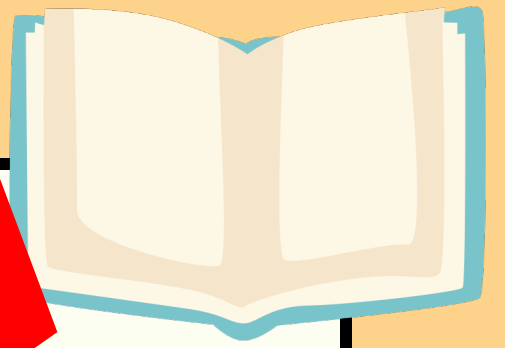
1. A title tells me good.
2. Materials tell what we need.
3. A method tells the steps.



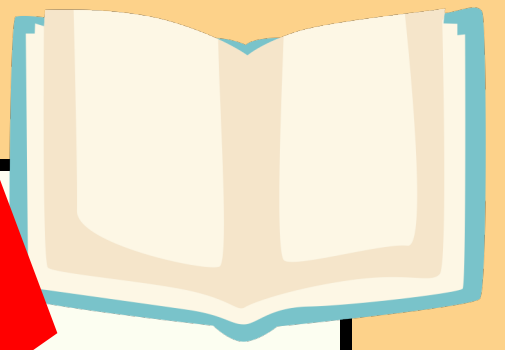
The Title

A clear title tells what the procedure will help us do or make.

Example: How to Plant a Seed



The Materials

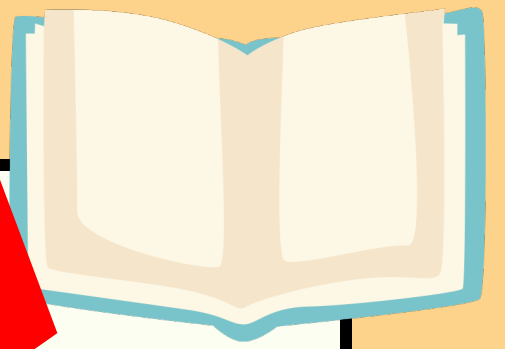


Materials are the things we need before we begin.

Example: pot, soil, seed and water



The Method

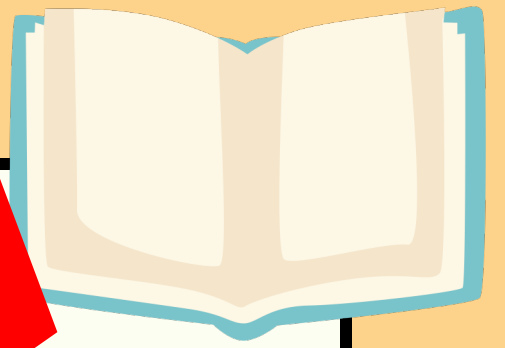


The method lists each action in order.

Keep every step short, clear and easy to follow.



Action Verbs

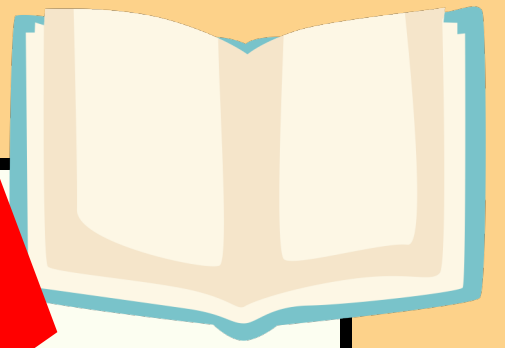


Action verbs tell what to do.

cut • mix • place • pour • stir • fold • press • draw



Time Words

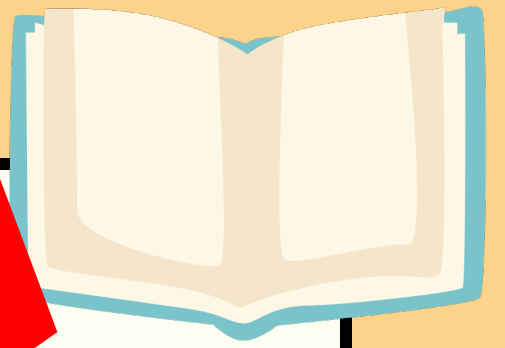


Time words help us follow the order.

First • Next • Then • Finally



Picture Steps

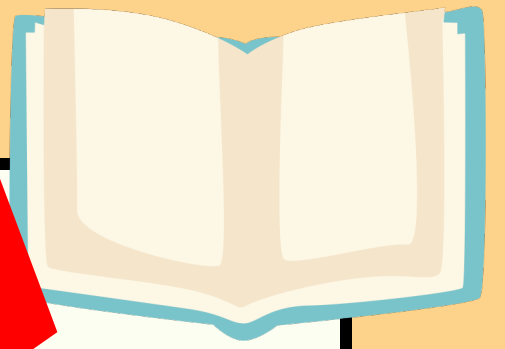


Pictures can show the order too.

Look for what changes from one picture to the next.



Model: Plant a Seed



First, fill the pot with soil.

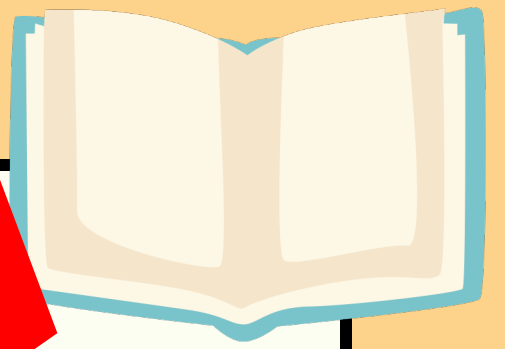
Next, make a small hole.

Then, place in the seed and cover it.

Finally, add a little water.



Pack a Library Bag



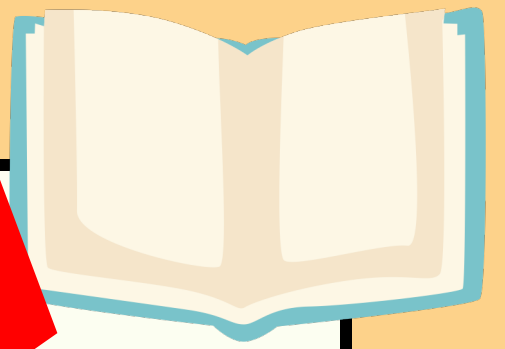
Which materials are needed?

A library bag, a book and a borrowing folder.

Say each item before we begin.



Put the Steps in Order



First, choose a book.

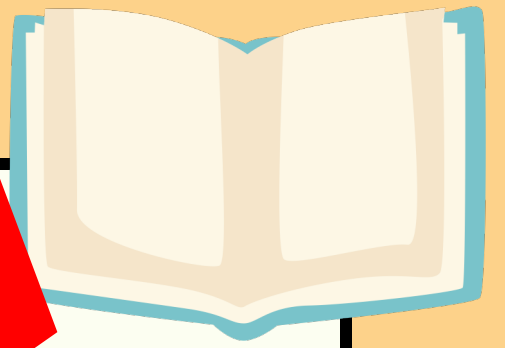
Next, place it in the bag.

Then, read the borrowing folder.

Finally, close the bag.



Say It Before You Write 1



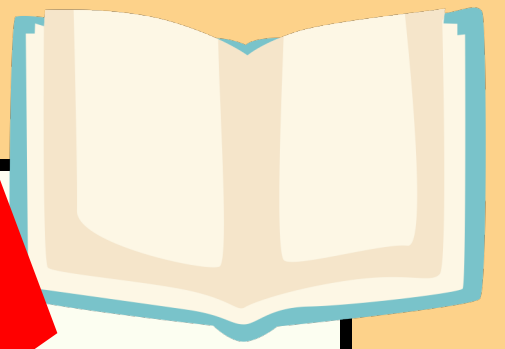
Tell your procedure to a partner.

Use action, action verbs and time words.

Can your partner follow every step?



Procedure Checklist



✓ Clear title

✓ Materials are listed

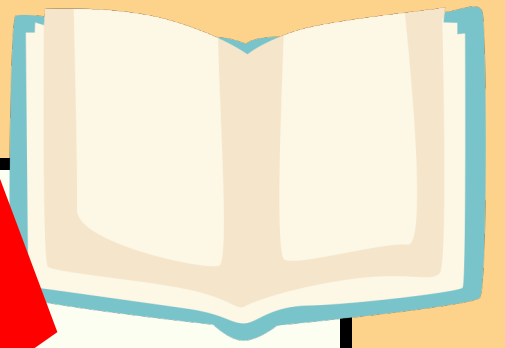
✓ Steps are in order

✓ Action verbs and time words are used

✓ Capital letters and full stops are checked



Your Turn



Plan and write a simple procedure.
Draw each step, say the sentence, then write it.
Read it aloud and improve one part.





Well Done!



PREVIEW

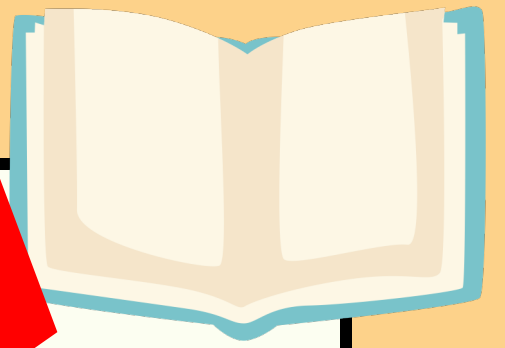
Procedural Texts Quiz

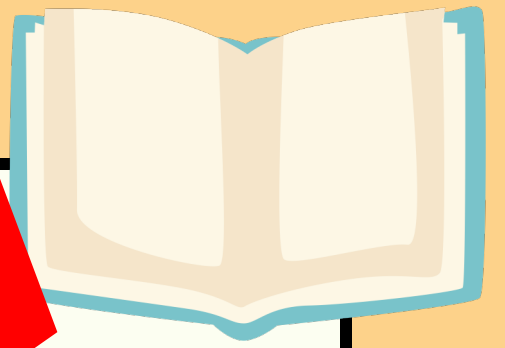


Question 1

What does a procedure tell us?

- A. How to do or make something
- B. A make-believe story
- C. A list of names
- D. A list of colours



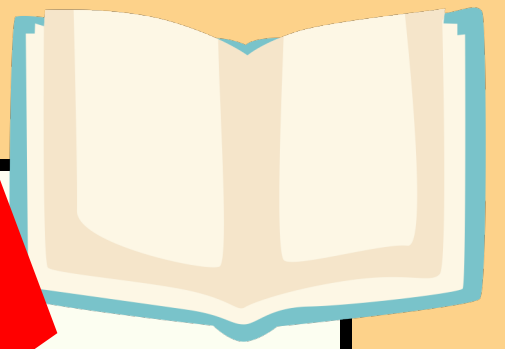


Answer 1

A. How to do or make something



Question 2

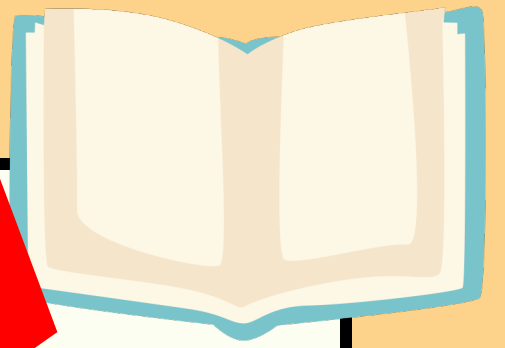


True or false?

Procedure steps should be in the correct order.



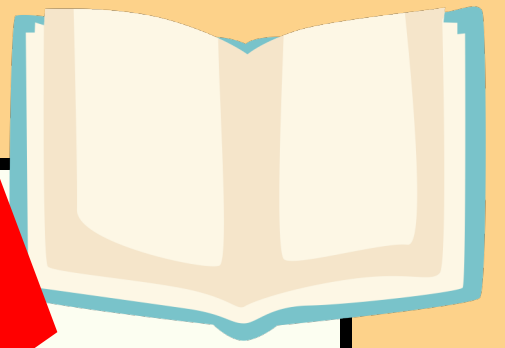
Answer 2



True



Question 3

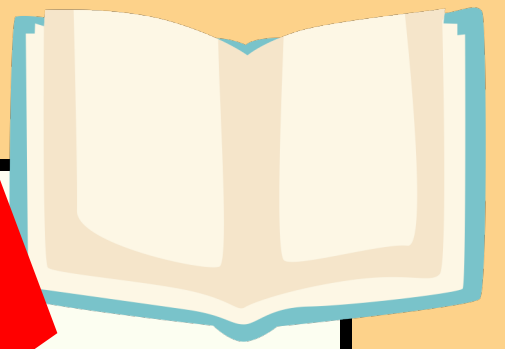


None of the parts of the procedure.

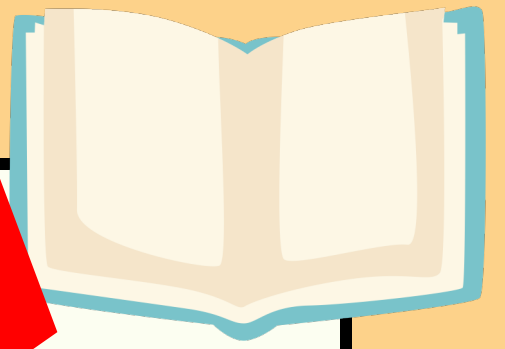


Answer 3

A title, materials list or a method



Question 4



Which word is a contraction?

A. First

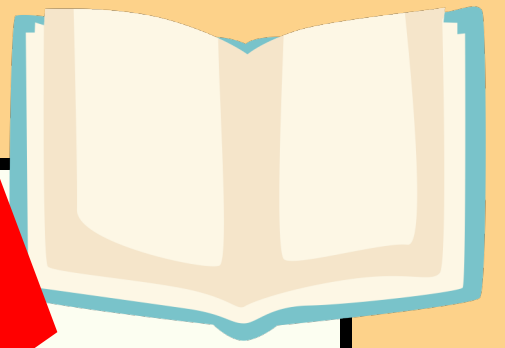
B. Mr.

C. Bowl

D. Yellow



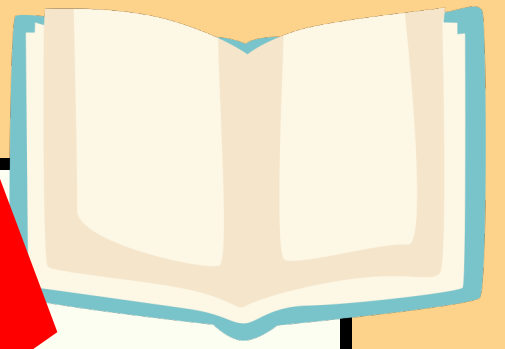
Answer 4



B. M.



Question 5

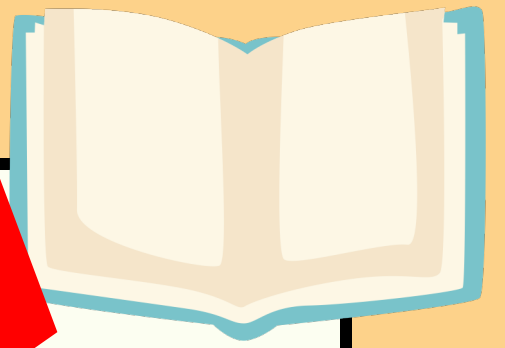


True or false?

The materials list tells us what we need.



Answer 5



True



Question 6

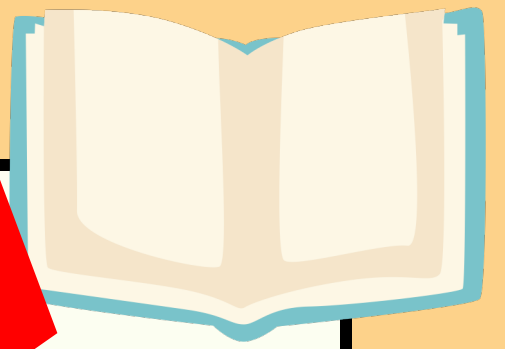
Which time word usually begins a procedure?

A. Finally

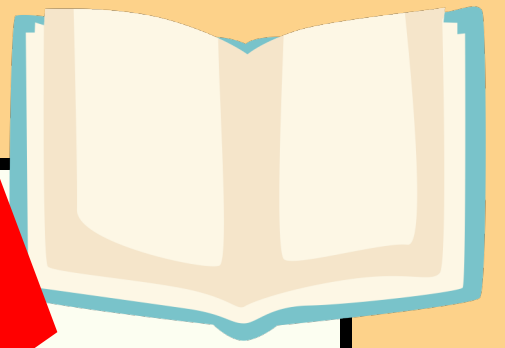
B. First

C. Under

D. Slowly



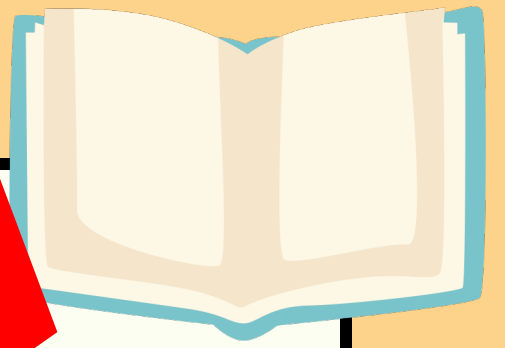
Answer 6



B. Finance



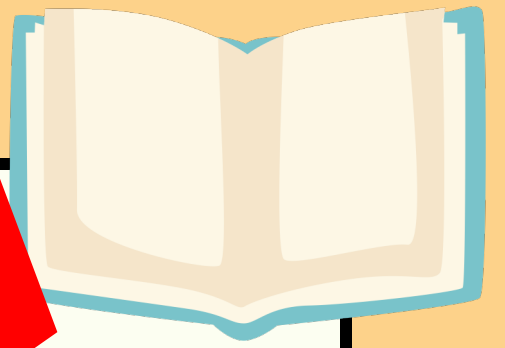
Question 7



What punctuation can end a step sentence?

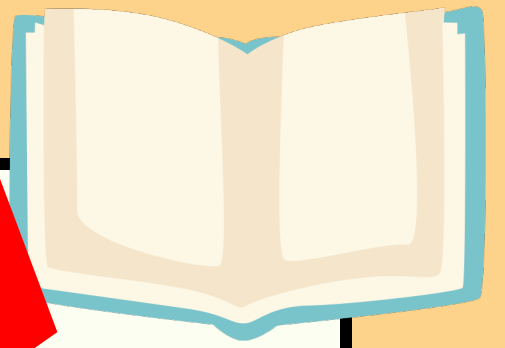


Answer 7



full stop

Question 8



Which title is best for a place where you live?

A. My Fun Day

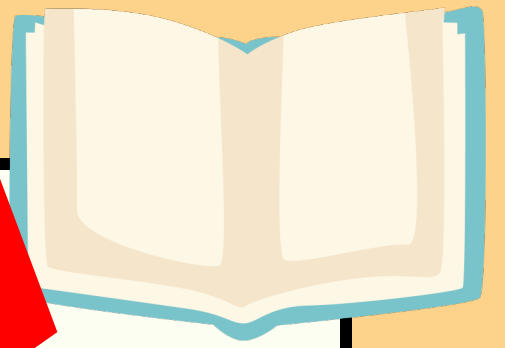
B. How to Wash Your Hands

C. A Red Ball

D. Books Are Fun



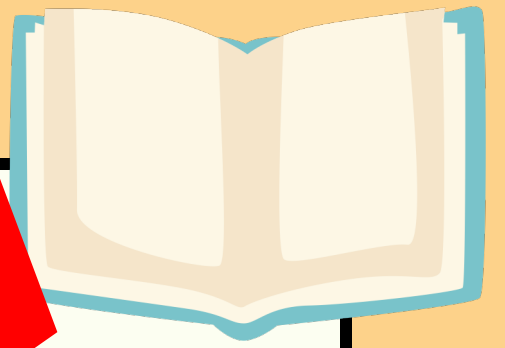
Answer 8



B. How to Wash Your Hands



Question 9

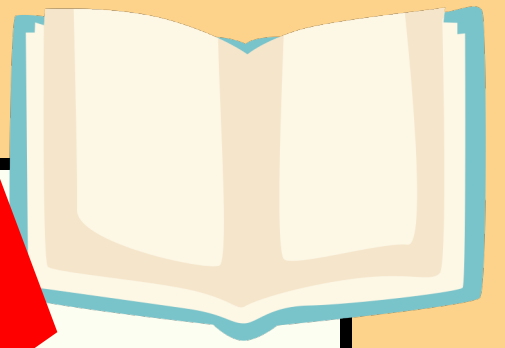


True or false?

A clear picture can help show a procedure step.



Answer 9



True



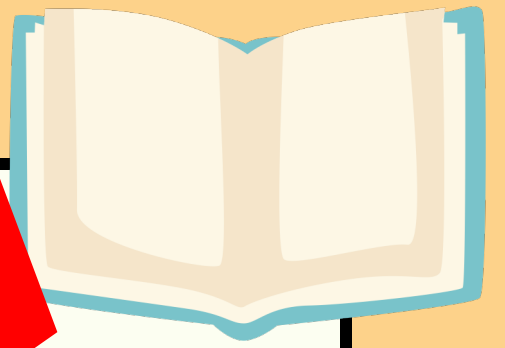
Question 10

Put these time words in order:

Today • Next • First • Then



Answer 10



First • Next • Then • Finally





Well Done!



PREVIEW