PROGEDURE

Purpose:

To give instructions and inform about how to do something.

Structure:

1) <u>Goal:</u>

Opening statement of aim or goal.

2) <u>Equipment:</u>

List of the required materials, equipment or ingredients needed to complete the task, in order of use.

3) <u>Steps:</u>

A series of steps needed to be taken to complete the task in chronological order.