

My Procedure Writing Checklist

General	
I have written an interesting title.	
I have written a goal that explains what needs to be done and why.	
I have written a description of what the finished product will be.	
I have written the ingredients, equipment and method/steps in separate, clear and ordered sections with clear headings.	
Body	
I have used bullet points or numbers to separate each piece of information.	
I have written step-by-step instructions that are clear and precise.	
I have used the correct action verbs, such as: mix, pour, combine, place, drag, fold, mix, etc.	
I have written using present tense.	
I have written the method/steps using the second or third person using words such as: you, she, he, they, etc.	

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