



Tell them what to do!

CAPS Statement

Writing & Presenting

Writes a recipe or instructions for making or doing something using a frame:

Includes list of ingredients

Note

When writing instructions, remember to:

- Write each step as a command / instruction. (Do this... Take that Put these...)
- Start each instruction with an action verb (Put... Cut... Mix...)
- Number each step (a, b, c or 1, 2, 3)
- Write each step on a new line
- Use headings to organise the information (Contact details, Meals, Allergies)
- Write short, simple sentences

Activity 1

Fill in the following details on the form so that the person taking care of your dog knows who to contact in case of an emergency. The first piece of information has been filled in for you.

Dr Taylor	036 -123 4567	no cell phone reception
North Coast, KZN	30 Dec, 12.30pm	hererex@geemail.co.za
321 Nyoni Drive, Zinkwazi Beach	Rex	083 – 127 1934
Barbara Brown	Animal Clinic, Hippo Highway, Durban	

Contact details:	
Where we will be: North Coast, KZN	Dog's name:
Our Address:	
Phone:	Cell phone:
Date/time back home:	e-mail:
Vet:	Animal Clinic, Hippo Highway, Durban
Neighbour:	Cell phone:



Activity 2

Read and answer these questions about your dog (real or imaginary). Fill in the answers under the correct part of the form. The first one has been done for you.

- ① What food is there and where is it kept?
- ② At what times must the dog be fed?
- ③ What must the dog get for each meal?
- ④ Where does the dog eat his food?
- ⑤ Where is the water-bowl and what must be done with it?
- ⑥ What does he have for a snack and when?

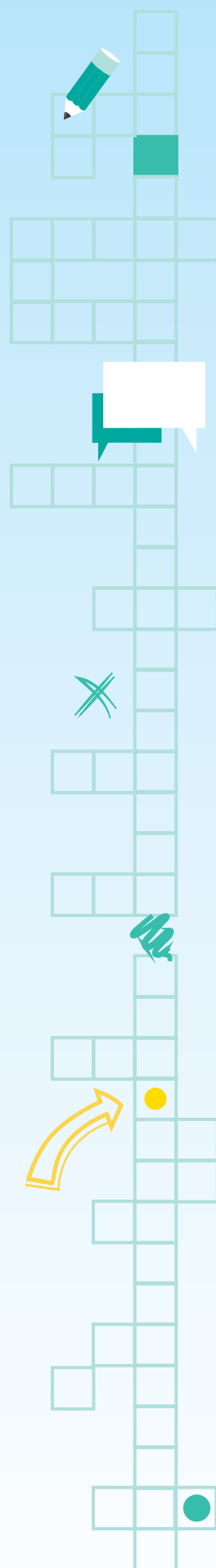
Instructions:

- (a) Find the tinned dog food, dog pellets and dog biscuits in the kitchen cupboard below the sink.
- (b) Feed him _____ and supper at 7.00pm.
- (c) Mix _____ with a little warm water.
- (d) Put his bowl _____.
- (e) Keep his water bowl _____.
- (f) Give him _____.

Activity 3

There are many useful pieces of information someone would need to know when looking after a dog. Think of answers to these questions. Then, fill them in under the right headings on the form on the next page. An example has been done for you.

- ① When must Rex be taken for a walk?
- ② How long should each walk last?
- ③ Where must he be taken for his walks?
- ④ Is there anything Rex must not eat?
- ⑤ What medicine must Rex be given, when and how?
- ⑥ Where should you look if Rex hides away and why?





- 7 Does Rex have any favorite toys or games?
- 8 Any additional information you think someone would need to know, like where must Rex sleep?

Instructions:

- a Please take Rex for two walks each day. Morning 10.00am and afternoon 3.00 pm
- b Ensure each walk lasts for _____
- c Go to _____

Allergies:

- d Do not give Rex _____

Medication:

- e Crush and mix one _____ into Rex's breakfast food.

Hiding places:

- f Look _____, _____ especially if there is a storm.

Favorite toys or games:

- g Throw his _____ so he can play 'fetch'.

Additional information:

- h _____

Teacher Tip

Answering the questions helps the learners structure their information in an orderly fashion.

Explain that learners may make up instructions for an imaginary dog (if they don't have one).

The answers are supplied as an idea of what might be expected.

Other ideas for lists of instructions could include:

- Taking care of another pet e.g. cat, bird, fish, hamster
- Making a bed
- Washing a car

