

Vocabulary

Booster 3: Vocabulary to make a text more instructional

Key learning

If you know what different types of words do in a text, you will be able to understand the purpose of the text (what it is trying to do).

Command verbs are used in instructional texts because they tell, or command, you to complete an action or do specific things. For example, a fire safety manual might contain these instructions:

Leave the building by the nearest exit.

Do not collect your belongings.

Alert your fire warden.

The bold terms are the command words telling you what you should or shouldn't do.

Worked example:

1. Which of the following sentences is more instructional?
 - A. Report health and safety issues immediately.
 - B. It is important to report any health and safety issues.
2. Which words in the sentence you chose are instructional?

Answers:

1. A is more instructional.
2. It has a command verb to start the sentence, which tells you to 'report', and it uses the specific time reference 'immediately'.

Your turn:

1. Which of the following sentences is more instructional?
 - A. Return the item in its original packaging.
 - B. Returns are free using the courier service.
2. Which words in the sentence you chose are instructional?
3. Rewrite the following sentence to make it more instructional:

Please try to send your returns back soon, otherwise your refund may be delayed.