# <u>Procedure checklist</u>

Look at the procedure and tick off the features that are included in each part of the procedure.

## Title

☐ Capital letters

☐ Underlined

☐ Adjective

## Materials

☐ Nouns (things)

☐ List with dot points

☐ Each material on a new line

## Steps

☐ Numbered with a dot after it

☐ Each step on a new line

☐ Begin with a verb (doing/action word)

☐ Written as a sentence
- o Capitals
- o Finger spaces
- o Full stops

## Conclusion

☐ Exclamation mark

☐ Matching picture