MATURA WRITING TASKS
INSTRUCTIONS

Level B1

Your goal at B1: Write clear, simple instructions in the right order. Use command verbs (imperatives), sequencing words, and one action per step. Keep each step short.

B1 · PHASE 1 – MATCH THE VERB TO THE ACTION

Instructions begin with a command verb. Match each verb to the action it fits. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Command verb	Action (mixed up)
1 Pour	a the vegetables into small pieces
2 Cut	b the button for three seconds
3 Press	c the milk into the bowl
4 Mix	d left at the traffic lights
5 Turn	e the eggs and the flour together

TASK: Write one instruction of your own using each command verb.

B1 · PHASE 2 – SEQUENCING WORDS (MATCH)

Sequencing words show the order of steps. Match each word to its place in a set of instructions. **The order is mixed up.**

Sequencing word	Its place (mixed up)
1 First,	a the last step
2 After that,	b the very first step
3 Then,	c a step in the middle
4 Finally,	d the step that comes next

TASK: Write four steps of a simple task using First, Then, After that, Finally.

B1 · THE STRUCTURE YOU ARE BUILDING TOWARDS

Study this plan before you start. Instructions tell the reader exactly how to do something, step by step. You use **command verbs** (imperatives), keep each step short and in order, and link steps with sequencing words. Clarity matters more than style – the reader must be able to follow you exactly.

INSTRUCTIONS — STRUCTURE



B1 · PHASE 3 – PUT THE STEPS IN ORDER

These instructions for **making a cup of tea** are in the **wrong order**. Number them 1–6 to put them right.

a Add milk or sugar if you like.
b Boil the water in the kettle.
c Put a tea bag into a cup.
d Enjoy your tea!
e Pour the hot water into the cup.
f Wait three minutes, then remove the tea bag.

*Remember: instructions must be in the **correct order**, or the reader cannot follow them.*

B1 · PHASE 4 – MAKE IT A COMMAND

Instructions use the imperative (command form). Rewrite each sentence as a command.

1 You should turn on the computer.
2 You need to click the green button.
3 You have to wait for the light to turn green.
4 You must add two spoons of sugar.
5 You can press 'save' at the end.

B1 · PHASE 5 – ONE STEP, ONE ACTION

Good steps are short. Split each long step into two clear steps.

1 Open the app and then log in with your password.
2 Cut the bread and put it in the toaster.
3 Walk to the corner and turn right.
4 Take out your ticket and show it to the driver.
5 Mix the flour and add the eggs slowly.

B1 · PHASE 6 – GIVING DIRECTIONS

Directions are instructions too. Complete each direction with a suitable phrase.

1 Go _____ the street until you reach the bank.
2 Turn _____ at the second corner.
3 The library is _____ the supermarket.
4 Walk _____ the bridge.
5 It is on your _____, next to the café.

B1 · PHASE 7 – WARNINGS & TIPS (MATCH)

Instructions often include a warning or tip. Match each phrase to its purpose. **The order is mixed up.**

Phrase	Purpose (mixed up)
1 Be careful not to…	a gives helpful advice
2 Make sure you…	b warns about danger
3 It is a good idea to…	c reminds you to check something

B1 · PHASE 8 – SPOT & FIX THE MISTAKES

Each instruction has one problem (form, order or clarity). Find it and rewrite it.

1 Firstly you turning on the oven.
2 You must to add the sugar.
3 Then, finally, put it in the box and after that close it.
4 Press the button and enjoy and wait and open the door.
5 Go straight and the shop is there somewhere.

B1 · PHASE 9 – PLAN YOUR INSTRUCTIONS

Write short notes for each part.

Part	My notes
Title / goal	_____
What you need	_____
Step 1	_____
Middle steps	_____
Last step + tip	_____

B1 · FINAL WRITING TASK

Read the task, then write your instructions.

A friend from abroad is visiting and wants to make your favourite simple snack or drink. Write clear instructions so they can make it on their own.

Write **instructions of 120–150 words** in which you:

- give a title and say what the reader will make
- list what they need
- give the steps in order, using command verbs and sequencing words
- add one tip or warning, and end with a friendly closing line.