MATURA WRITING TASKS
INSTRUCTIONS

Level B2

Your goal at B2: Write clear, well-sequenced instructions with precise verbs and varied linkers. Anticipate the reader's difficulties, add useful warnings, and keep every step unambiguous.

B2 · PHASE 1 – PRECISE ACTION VERBS

Vague verbs cause mistakes. Replace each weak verb with a more precise one.

1 Put the mixture in the oven.
2 Do the settings on the app.
3 Get the two wires together.
4 Make the surface clean before you start.
5 Take the lid until it clicks.
6 Move the slider to change the volume.

B2 · PHASE 2 – PRECISE VOCABULARY

Replace the underlined word with a clearer, more precise alternative.

Weak	Precise (choose one)
Put the screws in.	insert / fasten / tighten
Cut the onion.	slice / dice / chop
Heat the sauce.	simmer / warm gently / bring to the boil
Join the cables.	connect / attach / plug in
Do the form.	complete / fill in

B2 · 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



B2 · PHASE 3 – SEQUENCING & COHESION

Vary your linkers. Combine each pair of steps smoothly using the linker in brackets.

1 Boil the pasta. Prepare the sauce. (while)
2 The light turns green. Press start. (as soon as)
3 Add the eggs. Beat the mixture. (once)
4 Save the file. Close the program. (before)
5 You have connected the cables. Switch it on. (after)

B2 · PHASE 4 – ANTICIPATING PROBLEMS

Good instructions predict where the reader might go wrong. For each step, add a warning or clarification.

1 Add the flour slowly. (avoid lumps)
2 Unplug the device first. (safety)
3 Choose a strong password. (security)
4 Do not overtighten the screw. (damage)
5 Let it cool before serving. (burns)

Use phrases like: Be sure to… / Otherwise… / If…, then… / Take care not to…

B2 · PHASE 5 – CONDITIONALS IN INSTRUCTIONS

Instructions often use conditionals for choices and problems. Complete each one.

1 If the mixture is too thick, _____.
2 If the light does not turn on, _____.
3 If you make a mistake, _____.
4 If the door is locked, _____.
5 Unless you save your work, _____.

B2 · PHASE 6 – CLARITY & CONCISENESS

Instructions must be tight. Rewrite each wordy step clearly and concisely.

1 What you need to do first of all is to make sure the device is turned off.
2 At this point, you should now proceed to add the sugar into the bowl.
3 It is important that you do not forget to close the lid.
4 The next thing that you have to do is to press the red button.
5 You are going to want to wait for about five minutes or so.

B2 · PHASE 7 – GRAMMAR RANGE

Write one example of each for a set of instructions.

- an imperative with an adverb (Carefully remove…)
- a first conditional (If it beeps, unplug it.)
- a warning with 'make sure' (Make sure the cable is…)
- a sequencing sentence (Once…, proceed to…)
- a negative imperative (Do not… until…)

B2 · PHASE 8 – DRAFT INTRO & KEY STEPS

Introduction: write a title and a short intro saying what the reader will achieve and what they need (2–3 sentences).

Key steps: write the three or four most important steps, in order, with clear verbs and one warning.

B2 · FINAL WRITING TASK

INSTRUCTIONS FOR A STUDENT GUIDE

Your school is making a 'How to' guide for new students. You have been asked to write a clear set of instructions explaining **how to do something useful** – for example, how to use the library system, join a club, or prepare for exams.

Write **instructions of 170–180 words** in which you:

- give a clear title and say what the reader will achieve
- say what they need to know or have first
- give the steps in a logical order, with precise verbs and linkers
- include at least one warning or useful tip, and a clear ending.

Keep each step short and unambiguous – the reader must follow you exactly.