MATURA WRITING TASKS
INSTRUCTIONS

Level C1

Your goal at C1: Write precise, elegantly sequenced instructions calibrated to the reader's expertise. Command exact terminology, pre-empt errors, and balance concision with completeness.

C1 · PHASE 1 – PRECISION & TERMINOLOGY

Expert instructions use exact terms. Replace each vague phrase with a precise one, then use it in a step.

1 turn it a little → _____
2 the thing that holds it → _____
3 put it together → _____
4 make it tighter → _____
5 the top part → _____
6 do it again → _____

TASK: Add five precise instructional verbs of your own (e.g. calibrate, align, secure).

C1 · PHASE 2 – CALIBRATING TO THE READER

The same instruction changes with the audience. Rewrite the step below for (a) a complete beginner and (b) an expert.

Step: 'Save your work before closing the program.'

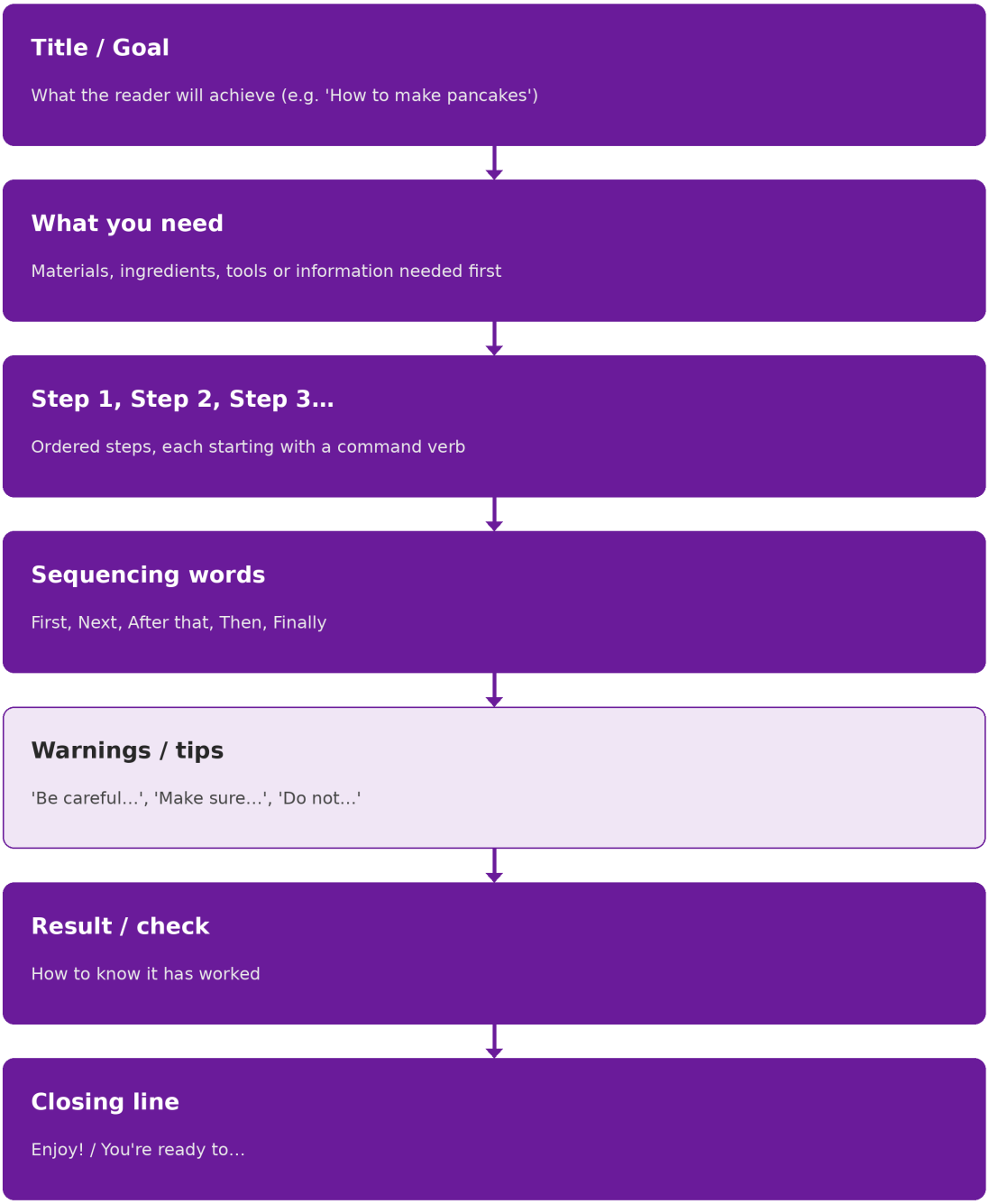
1 Rewrite it for a complete beginner (explain more, reassure).
2 Rewrite it for an expert (concise, assume knowledge).

Then do the same for one instruction of your own choice.

C1 · 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



C1 · PHASE 3 – STRUCTURING A COMPLEX PROCESS

Complex processes need careful structuring. Turn a multi-part process into clear instructions using the chain below:

Element	What to include
Goal	state the outcome precisely
Prerequisites	what must be ready first
Sequence	logically ordered, grouped steps
Checkpoints	how to verify progress
Troubleshooting	what to do if it goes wrong

Write a structured set of instructions (about 90 words) for a process of your choice, following this chain.

C1 · PHASE 4 – ADVANCED STRUCTURES

Write one polished example of each, integrated naturally (not mechanical).

- a participle clause (Having saved the file, proceed to…)
- a passive for impersonal instruction (The cable should be connected before…)
- a conditional with 'should' (Should an error appear, restart…)
- a fronted adverbial (Once fully cooled, remove…)
- a purpose clause (Tighten the screw so that…)
- a concise negative imperative (Under no circumstances…)

C1 · PHASE 5 – CONCISION WITHOUT AMBIGUITY

Cut every word that does not aid the reader – but keep it unambiguous. Rewrite each.

1. In order to be able to begin the process, you will first need to ensure that…
2. It is absolutely essential that you take great care not to…
3. At this particular stage, what you are going to want to do is…
4. There is a possibility that you might perhaps need to repeat this step…

C1 · PHASE 6 – COHESION & FLOW

Combine your steps into one cohesive passage (about 100 words). It must:

- flow logically with varied sequencing and referencing
- keep each instruction precise and unambiguous
- integrate warnings and checkpoints smoothly, not as afterthoughts
- read as an authoritative, reader-focused whole

C1 · PHASE 7 – INTRODUCTION & TROUBLESHOOTING

Introduction: state the goal, the required prerequisites and any safety note, concisely and authoritatively.

Troubleshooting: anticipate the two most likely problems and give a precise solution for each.

C1 · FINAL WRITING TASK

A CLEAR GUIDE FOR A GENERAL AUDIENCE

An online magazine is publishing a series of expert 'how-to' guides. You have been asked to write a clear, authoritative set of instructions explaining **how to do something you know well** – a skill, a process, or a technique – for readers who are trying it for the first time.

Write **instructions of 180–200 words** in which you:

- state the goal and any prerequisites concisely
- give logically sequenced, precise steps calibrated to a first-time reader
- integrate warnings and checkpoints smoothly
- anticipate likely problems and end with a clear result.

Your instructions should be precise, cohesive and authoritative, yet easy for a beginner to follow.