

Sample answer to: How NOT to write instructions!

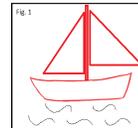
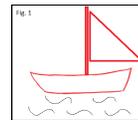
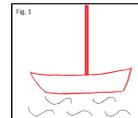
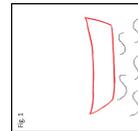
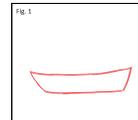
Exercise learning points:

1. How using simple, everyday words makes it easy to understand what is being said.
 2. How applying a logical structure, format or order makes it straightforward to follow.
 3. How adding diagrams helps us to visualise what to do.
 4. How explaining up front what the exercise is supposed to achieve makes it more likely that we will get it right.
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1. HOW TO DRAW A BASIC BOAT - A STEP-BY-STEP GUIDE

It can be easier to draw something when we have an image in mind of how it should look. It also gives us a better idea of how much space on the paper we will need to complete the picture, and therefore where on the page to start. Before starting any drawing you will often find it helpful to read the instructions right through. Even with these precautions, it is usually best to practise on a draft sheet of paper first.

1. With your paper in a "landscape" position, draw the main body of your boat a few inches or so from the bottom of your sheet, as shown in Figure 1. This shape is called a trapezoid, which means that it consists of four sides that are not parallel.
2. To draw in a few waves, you may find it easier to turn your sheet once, anti-clockwise and then add a few elongated letter S's, as illustrated in Figure 2.
3. Now to add your mast. Turn you picture back round again. Just past the halfway point, add a very thin rectangle that is about four times as high as the boat is deep.
4. For the right hand sail, draw a triangle immediately to the right of the mast. Ideally you want the top of the sail to be close to the top of the mast (see Figure 4).
5. Finally, insert another triangle on the left-hand side of the mast, positioning it slightly lower than the first one down the central mast. Your final picture should now resemble Figure 5.



And there you have it. Simple!