



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

Coimbatore-35

Imperative sentences are used to express command and give orders. Instructions should be clear, precise, and understandable.

Guidelines to write Imperative Instructions:

- * **Number** each of the instructions.
- * Always use **present tense** in the sentence
- * Start the sentence with **Action verb**
- * Complete the sentence with **full stop (.)** or an **exclamation mark (!)**
- * Use appropriate transition words such as '**first**', '**next**', '**then**', '**finally**', to show the sequence of action.

Example 1:

Write a set of eight instructions that could be followed by students in the examination hall.

1. Enter the examination hall atleast 10 minutes before the stipulated time
2. Carry only the hall ticket, pen, pencils, etc. that are required for the examination
3. Leave the mobiles and all other papers outside the hall
4. Sit in the seat with your registration number
5. Maintain strict silence after entering the hall
6. After the answer script booklet and question papers are issued, check to see whether all the papers are intact and the questions are clearly visible
7. Fill all the information on the first page of the answer script before answering the questions
8. Before submitting the paper, check whether you have answered all the questions.

Example 2:

The number of road accidents keep increasing day by day and many valuable lives are lost. Write a set of eight instruction to prevent road accidents.

1. Follow the traffic rules, and obey the signals
2. Wear helmet while riding a two-wheeler
3. Do not use cellphone while driving
4. Do not drink and drive
5. Adhere to the lane discipline
6. Do not try to overtake
7. Avoid rash driving
8. Use pedestrian cross and subways for crossing.