

HOW TO WRITE A GOOD PROCEDURE



STEP I

- Use a numbered list of steps
 - Example how to make a piece of toast
 - 1. Go to store and buy some bread
 - 2. Once home take toast out of bag
 - 3. Find toaster, if no toaster find an open source of flame
 - 4. Place piece of bread into toaster and push down lever
 - 5. Wait until desired time has lapsed and bread has reached been toasted. Note it using an open flame do not put the bread directly into the flame as it will most likely burn.
 - 6. Remove newly toasted bread from toaster and prepare for the application of spread.
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STEP 2

- Organize the steps into small discrete directions in the order you would do them in the lab
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GOOD:

- 1. Go to store and buy some bread**
- 2. Once home take toast out of bag**
- 3. Find toaster, if no toaster find an open source of flame**
- 4. Place piece of bread into toaster and push down lever**
- 5. Wait until desired time has lapsed and bread has reached been toasted. Note it using an open flame do not put the bread directly into the flame as it will most likely burn.**
- 6. Remove newly toasted bread from toaster and prepare for the application of spread.**

BAD:

- 1. Put bread in toaster**
- 2. Take bread out of toaster**

STEP 3

- Avoid using pronouns
 - Good: “place **the beaker** on the table.”
 - Bad: “Place **it** on the table.”

STEP 4

- Use commands
 - Good “**Measure** 50mL of water.”
 - Bad: “50 mL of water.”

STEP 5

- Eliminate extra information
 - Good: “Measure 50 mL of water.”
 - Bad: “Measure 50 mL of good, clean, reversed osmosis, UV filtered great tasting water.”

STEP 6

- Include **all** steps. No matter how small the step seems, it may be the critical step for a researcher to replicate the procedure.
 1. Place the beaker on the hot plate
 2. —
 3. Record the change in the water temperature every 5 minutes

STEP 6 CONTINUED

- Include **all** steps. No matter how small the step seems, it may be the critical step for a researcher to replicate the procedure.
 1. Place the beaker on the hot plate
 2. Turn on the hot plate to a setting of 300 degrees
 3. Record the change in the water temperature every 5 minutes

SUMMARY OF HOW TO WRITE A GOOD PROCEDURE

- 1. Number the steps
- 2. Break the steps into small discrete directions
- 3. Avoid using pronouns
- 4. Use commands
- 5. Eliminate extra information
- 6. Include all steps