

## Procedural Writing Transition Words – Cheat Sheet & Worksheet

### Quick Reference: Transitions by Function

Function	Examples
Sequencing & Order	first, next, then, after that, subsequently, finally, beforehand, previously, meanwhile
Timing & Duration	immediately, gradually, eventually, during, while, until, once, in the meantime, thereafter
Addition & Continuation	also, in addition, additionally, continue, proceed, followed by
Cause & Result	therefore, thus, consequently, as a result, so that, in order to
Conditions & Branches	if, unless, provided that, otherwise, either...or
Clarification & Precision	specifically, namely, in particular, exactly, precisely, to be specific
Warnings & Emphasis	Note:, Caution:, Warning:, Avoid..., Do not..., Ensure..., Make sure...
Alternatives & Options	otherwise, instead, either, if applicable
Verification & Checks	check, confirm, verify, ensure, validate, observe
Closing & Cleanup	finally, once complete, power off, dispose of, store, clean up

## Sentence Frames & Patterns

**Sequencing:** First, [imperative]. Then, [imperative]. Finally, [imperative].

**Timing:** Once X is complete, next do Y. Meanwhile, prepare Z.

**Condition:** If the status light stays red, then reset the device; otherwise, contact support.

**Result:** Press 'Build'; as a result, the app compiles with updated assets.

**Warning:** Caution: Do not touch the blade while power is connected.

**Verification:** Verify that the reading is between 5.0–5.5; otherwise, repeat Step 3.

## Practice Worksheet

### Task 1: Reorder the Steps

Below are jumbled steps for making a cup of tea. Rewrite them in the correct order using appropriate transition words.

- Add the tea leaves or tea bag into the cup.
- Pour boiling water into the cup.
- Serve and enjoy.
- Wait 3 minutes for steeping.
- Place a cup on the counter.

### Task 2: Improve the Transitions

The following procedure is written without transitions. Rewrite it by adding transition words.

Mix flour and sugar. Add eggs. Put in oven. Take it out. Cool and serve.

### Task 3: Write Your Own Instructions

Write 5–6 steps to explain how to perform a simple task (e.g., washing hands, tying shoelaces, starting a computer). Use at least 5 different transition words from the cheat sheet.