

Adverbs link ideas in a paragraph

Adverbs explain how words relate to each other.

They can give *meaning* to the links, to do with...

Adverbs link sentences – they do not join them.

Time/Order

then
soon
yesterday
now
first
next
finally

Lists/Adding

firstly
secondly
furthermore
also
finally

Causes

therefore
consequently
as a result
thus

Contrasts

however
meanwhile
nevertheless
instead

Manner

fast
surprisingly
luckily
eventually

First, deal five cards to each player.

Secondly, place the pile face down.

Now, take turns to choose a card from the pile.

Finally, count the cards to see who has won.

These **adverbs** help to show the *order* of the instructions.

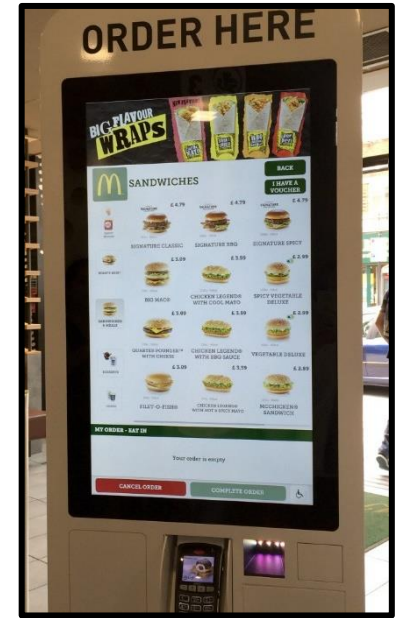
They *link* them as a series of steps to follow.

When opening with an **adverb**, punctuate with a comma.

*Which types of adverbs will be most useful in **instruction** writing?*

How to use a Self-service Kiosk

1. *First, select* from these two options: 'eat in' or 'takeaway'. *Make* your choices by touching the screen.
2. *Next, make* your food and drink selections, again by tapping the screen images and swiping to move the screen up or down.
3. *Now, you will be offered an opportunity to customise your meal.* This may include removing certain ingredients (gherkins, for example) or making the portions bigger. *Tap* to choose.
4. *Finally, check* your order is correct on the 'confirmation screen' and *pay*. This must be done by card. *Afterwards*, you will receive a receipt with an order number.



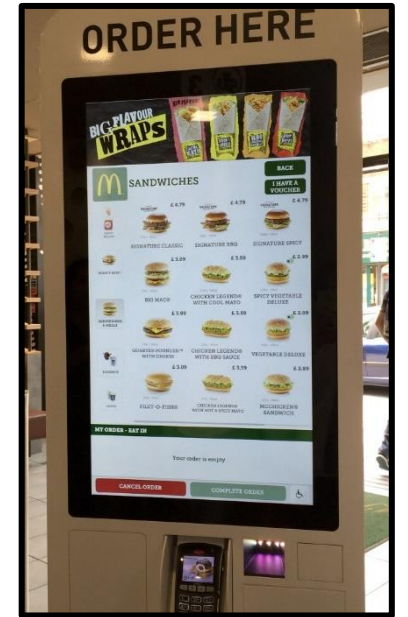
Can you spot the imperative verbs?

Can you spot the time adverbs?

ANSWERS

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ANSWERS

Punctuating Adverbs

Adverbs for cohesion mostly appear at the beginning or end of a sentence.

Firstly, place your hand on the handrail.

Then, stand with your feet together on the step.

Furthermore, keep feet away from the edge.

Serious accidents are preventable *quite often*.

Therefore, wear comfortable shoes.

Flipflops, *however*, are not recommended

When opening with an **adverb**, punctuate with a comma.

Adverbs placed at the end do not usually need a comma.

An **adverb** in the middle is separated by a pair of commas.