### **DO YOU KNOW HOW TO WRITE A SOP?**

### **SOP = Standard Operation Procedure**

Is a set of written instructions that describes the step by step

process to do a task.

ACTIVITY 1: Work in pairs.

1. Think in a draw or an origami figure. (make it simple!!)
2. Draw it or make the figure with a sheet of paper. Then give it to your teacher. Keep it a secret!!! Other groups can’t see what you have chosen.
3. Your teacher will give you a letter ( A,B,C….) that will be the identification of your SOP.
4. Write a SOP of the drawn or the chosen figure. Remember, you can’t say what it is.
5. Give the SOP to your teacher.
6. Decide a letter and follow the instructions of the SOP given.
7. Compare your production with the original one.

Recommendations of how to write a SOP:

1. Write step-by-step and enumerate them.
2. Use present simple and active voice.
3. Don’t be redundant or overly lengthy.
4. Keep it simple and use short instructions.
5. Give clear information, not ambiguous one.