

Giving Instructions



Operační program Vzdělávání pro konkurenceschopnost

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Introduction

It is very important to be able to ask for and to give instructions. This skill is even more important in the military life.

Giving instructions is also one of the requirements mentioned in STANAG 6001 descriptors. So, pay attention to this topic and try to learn properly how to ask for and give instructions. It is highly probable that you will need it in your practical life.



Giving directions

Giving directions is a very frequent activity in the real life.

Here are some questions you can ask about directions

- Can you please tell me how do I **can get to** Oxford Street?
- Where is the **nearest** supermarket?
- **How can I get to** the local market?
- I'm trying **get to** Downing Street.
- **How do I get to** the office?
- **What's the best way to** get to your house next ?

How to give directions to somebody else

- **Go straight on** *till you see the hospital then turn left.*
- **Turn back**, *you have gone past the turning.*
- **Turn left** *when you see a roundabout.*
- **Turn right** *at the end of the road and my house is number 67.*
- **Cross the junction** *and keep going for about 1 mile.*
- **Take the third road on the right** *and you will see the office on the right*
- **Take the third road on the right** *and you will see the shop on the left*
- **Take the second road on the left** *and you will see the house on the left*
- **Take the second road on the left** *and you will see the hospital straight ahead*
- *The hospital is **opposite** the railway station.*
- *The shop is **near** the hospital.*
- *The house is **next to** the local cricket ground.*
- *The shop is in **between** the chemist and KFC.*
- **At the end of the road** *you will see a roundabout.*

Some tips when giving directions

- **Speak slowly** so the other person can understand.
- **Speak slowly** so the other person can write down the instructions if talking on the phone.
- Always try and use the word "**please**" when you are asking someone for directions. It's polite, and people are more likely to help you.

Giving instructions

There are two parts to giving instructions:

- sequencers and the actions.

1. **Sequencers** help order your instructions. The most common are:

- **First(ly)...**
- **Then...**
- **Next...**
- **After that...**
- **Finally...**

2. Instructions...

Do one of three things.

- 1) Tell people what is necessary
- 2) what is wrong
- 3) what is not necessary

You (don't) need to....

You have to....

You must/ mustn't

You should/ shouldn't

Example: Today I am going to tell you how to make the best sandwich in the world.

First, you must roast a chicken and slice it into thick pieces. **Then** toast your favourite bread (two slices).

After that you need to put mayonnaise and mustard on the toast and then the chicken slices. **Next** you are going to add your vegetables. Tomatoes, lettuce onions, cucumbers etc.

Finally put a couple slices of cheese on the sandwich and then close it with the other piece of toast.



One more example:

How to Make a Cup of Coffee

First you need to buy some coffee and a coffee maker.

Then you have to put the water into the bottom of the coffee maker.

You needn't boil the water (you don't need to boil the water), cold water is fine.

Next you have to put the coffee in the coffee compartment and screw the top of coffee maker on.

After that you need to put the coffee pot onto the stove.

Then turn the stove on high and wait. You don't have to move the coffee pot.

When the water boils and goes into the upper part of the pot you **then** have to remove the pot from the heat.

Finally you pour some coffee into a cup, add sugar and milk and enjoy.

Work in pairs. Bearing in mind what you have learnt about giving instructions, give instructions to your partner on:

How to search for a topic on Google?

Then, your partner will give you instructions on:

How to make a call on your cell phone? Or listen to your voice mail.



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Sources:

<http://www.easypacelearning.com/all-lessons/learning-english-level-1/201-giving-directions-in-english-lesson>

<http://www.helping-you-learn-english.com/how-to-give-instructions.html>



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Thanks for your attention



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