

## Unit 7: Asking for and Giving Instruction and Clarification

**Objectives:** At the end of the lesson, students will be able to:

1. Ask for and give clear instruction
2. Clarify the instruction
3. Give an instruction via email



**Starter: Work in pair and discuss the following questions. (10mns)**

1. What steps did you take to pass a scholarship to study IT at PNC?
2. How can you write a paragraph in a correct format?



**Activity 1: Put the instructions for replying to an email in the correct order. (10mns)**

	Instructions	Order
A	Finally, choose 'send'.	1 ►
B	Next, write the email.	2 ►
C	First, choose 'reply' in the email you need to respond to.	3 ►
D	Then think carefully about what you need to say.	4 ►
E	After that, check the email by reading it carefully.	5 ►
F	Correct any mistakes you see and read it again to have a last check.	6 ►

**Activity 2: Watch a video between Vanya and Emir. Vanya is helping Emir learn how to use a new coffee machine. Decide whether the following sentences are true or false. (15mns)**

	Sentences	Answer
1	Emir doesn't know how the new coffee machine works.	1 ►
2	Vanya arrives and offers to show Emir how it works.	2 ►
3	Vanya's instructions are long and complicated.	3 ►
4	Vanya tells Emir to try to make a coffee.	4 ►
5	Emir doesn't want to try to follow the instructions himself.	5 ►
6	The coffee Emir makes is terrible.	6 ►

**Activity 3: Put the words in the correct order to make sentences. (10mns)**

1	First,	you have to	put	the coffee here
►				
2	press it down	Then	you	with this

▶	
3	you this here. Next, put
▶	
4	After that, button. you just press this
▶	
5	that seems clear. OK,
▶	
6	that's Yes, right.
▶	
7	next? What do I do
▶	
8	Is anything else? There
▶	



#### Activity 4: Work in group of 3 and discuss these questions. (15mns)

1. When was the last time you gave someone instructions to do things?
2. What was your instruction?

#### Here are some useful phrases and expressions you can use for asking and giving instructions in English

##### ➤ Asking for Instructions:

- How do I...?
- How do you...?
- Can you show me how to...?
- Do you know how to...?
- What do you suggest?
- What is the first step?
- What is the best way to...?

##### ➤ Giving instructions:

- This is how you ...?
- This is how to ...?
- First, you...
- Then, you...
- Next, you...
- Lastly, you...

##### ➤ Starting out:

- The first thing you do is...
- Before you begin, (you should...)
- The best place to begin is...
- I would start by...

##### ➤ Continuing:

- After that,
- The next step is to...
- The next thing you do is...
- Once you've done that, then...
- When you finish that, then...

##### ➤ Finishing:

- The last step is...
- The last thing you do is...
- In the end,...
- When you've finished,...
- When you've completed all the steps,...

**Activity 5: Work in pair. Think of a task you do every day. Take turn describing the task in simple term. (15mns)**

**For example, how well do you prepare yourself for classes?**

1. First, I usually do research on the lesson I am about to study before class.
2. Second, I ...

**Activity 6: Work in group of 3 and take turn presenting ways to solve the following problems. (30mns)**

1. Present how to request one-day leave from Social Affaires
2. Present how to fix a computer problem
3. Present how to cook rice
4. Present how to ride a motorbike
5. Present how to create Gmail account



**Activity 7: Choose one of the above instructions and write a paragraph explaining the steps in detail. Use a blank paper to write your paragraph. (Homework)**

**Activity 8: Game - *Simon Says*: Follow teacher's instruction. (20mns)**

**Activity 9: Reading Comprehension - giving instructions by email (30mns)**

**I. Pre-reading activity: Choose the three correct answers.**

- a. What would you expect a **house-sitter** to do?
- i. Water your plants
  - ii. Re-organize your furniture
  - iii. Feed your pets
  - iv. Clean the house thoroughly
  - v. Eat food in the fridge as much as s/he wants
  - vi. Check the house to make sure everything's fine

**II. During the reading:**

- a. **Read the email below and decide whether the following sentences are true or false.**
- i. You should thank the person for helping.
  - ii. You should put all the instructions in a single paragraph.
  - iii. Saying 'Feed the cats' is more polite than 'Please could you feed the cats?'
  - iv. You can explain the reason why you're asking the reader to do these things.
  - v. You should make sure the person has a way of contacting you if there is anything else they need to ask.

**b. Put the phrases in the correct groups.**

Would you mind ...?	The ... need(s) ...	Feel free to ...
Help yourself to ...	Under no circumstances ...	Please can you ...



Polite requests	Friendly offers	Direct instructions
_____	_____	_____
_____	_____	_____

**c. Complete the gaps with the following words.**

need	otherwise	Help yourself	Feel free to
can you	Would you mind	Don't forget to	

- \_\_\_\_\_ feed the fish.
- Please \_\_\_\_\_ collect the letters from the box and throw away any junk mail?
- The plants \_\_\_\_\_ watering twice a week.
- \_\_\_\_\_ keeping the curtains closed if it's sunny? It gets very hot \_\_\_\_\_.
- There's plenty of food in the kitchen cupboards. \_\_\_\_\_.
- \_\_\_\_\_ watch television and use the computer.

**To:** Meena  
**From:** Suki

**Subject:** What to do while we're away

Hi Meena,

Thank you so much for offering to house sit for us next week. I'm only sorry we won't get to catch up properly until we get back from our trip. Anyway, here's everything I won't have time to tell you on Saturday morning.

- The alarm code is 7957. Don't forget to set it when you go out and remember to turn it off when you get back home as it is LOUD!
- The rabbits need feeding once a day and under no circumstances should they be allowed out of their cage in the garden as the neighbor's cats have attacked them in the past.
- Please can you use the washing machine in the daytime only as it's old and noisy and the neighbors complain otherwise?
- Would you mind opening all the upstairs windows for an hour in the morning as the house gets damp at this time of year?

That's about it! You'll find everything you need in the house, and help yourself to anything in the fridge or cupboards. Feel free to call or text if you have any problems/questions.

See you briefly to hand over keys on Saturday morning and looking forward to a proper chat when we get back!

Thanks again!

Suki

