



COMMUNICATION

Giving clear and detailed instructions

LEVEL

Intermediate (B2)

NUMBER

EN B2 3034X

LANGUAGE

English



Learning outcomes

 I can recognise and recall structures to give clear and detailed instructions.

 I can give instructions for performing a task in multiple steps.



9.

Warm-up

When was the last time you had to perform a complex task?



Did you follow an instruction manual or tutorial?

What kind of language was used?



How do we usually form verbs when giving orders and directions?





I followed the instructions to the letter, but it just doesn't work.

To follow instructions **to the letter** means...

- a) to follow the instructions exactly.
- b) to follow only some of the instructions.
- c) to follow instructions written in a letter.
- d) to follow instructions on writing a letter.





Discuss

Briefly discuss how instructions would be helpful or necessary in some of the situations below. Think about **who** would give the instructions and **why**.



Learning how to drive

Preparing a meal for a special occasion

Decorating a room

Moving house or apartment

Setting up and closing up at a bar or cafe

Writing an assignment

Organising a group trip

Going on a hike

Babysitting or taking care of a pet





Tips for giving clear instructions



You can complete this activity **as a class** or **in breakout rooms**.

1		4	
•	•••		•••
2		5	
	•••		•••
3		6	
•	•••		

- Brainstorm important things to remember when giving instructions.
 Write six tips that bring together your ideas.
 Title each tip to make it easier to understand!





Tips for giving clear instructions

Read the suggestions below. **Complete** the activity.

Be specific about the **desired** outcome Don't make **assumptions** about someone's prior knowledge

Provide **examples** where necessary

Give **alternative** options in case of difficulties

Suggest a **time frame** for each stage of the process

Ask for clarification to ensure you have been understood

Are these **similar** to the tips you came up with on the previous slide?





Taking the lead at work

Think of a time when you had to lead a project or complete a task in a group.

How did you delegate tasks? Did everything go to plan?







Taking the lead at work

Read the phrases below for leading a project or organising a group to complete a task at work. Can you think of any **other useful vocabulary** to add?



Let's get started!

The **main goal** of our project is...

In order to achieve this...

Let's **divide up** the tasks...

You'll be **in charge of**...

We also need someone to **take** care of...





Vocabulary practice: synonyms

Match the words and phrases in bold (1-5) to a word or phrase with a similar meaning (a-e).

The main **goal** of the project is to better understand our customer split up base. In order to **achieve** this, we will be 2 sending out a survey to some of our b oversee existing customers. Let's **divide up** the tasks so that we 3 objective C can share the workload between us. You'll **be in charge of** the selection of participants and create the deal with 4 d survey. We also need someone to take care 5 of the admin side of things accomplish sending out emails etc.



Double check on instructions!

It's important **not to assume** that everyone has understood your instructions. **Complete** these phrases for **checking understanding**.

Is everything _____? over **2** Any _____ so far? questions Did I go too _____? repeat fast **4** Should I _____ this part? It's especially important. clear Do you need me to go _____ anything again?





Multiple steps: sequencing

- 1. **Order** the steps for planting a flower (1-4).
- 2. **Explain** the instructions out loud, using some of the sequencing phrases below.

First of all,... /To begin with...
The next thing you do is...
Then...

This is the part where...

Now you need to...

Once you've done that...

Finally... / Lastly...

Plant your flower

Soak the soil around the planted flower

Dig the soil

Decide where your flower will go





Clarifying details

- 1. Write more detailed instructions by combining phrases in the yellow box with the prompts.
- 2. **Share and compare** your instructions in the chat.

When you... be careful (not) to... There is(n't) only one correct Here there is a risk of... At this point, it's important to... You can either... or...

way...

Before you..., check... Remember... Oh, and don't forget to ...!

Decide where your flower should go:

Figure out if your flower needs more shade or sunlight, or a combination.

Plant your flower:

From a pot: Remove plant from pot. Shake some soil from the roots. Place it in the hole.

From seeds: Follow instructions on packet. (How deep and far apart?)

Dig the soil:

Don't dig soil when it's too wet. Make sure soil is loose and well-drained.

Soak the soil around the planted flower:

Give the new plant plenty of water. Note: it's better to water deeply and less often.





Moving day

You have 4 friends that are willing to help you move. You live on the third floor and there is a narrow corridor from your bedroom to the front door.

Give instructions to your friends – and make sure they're careful with the fragile items!

a box full of kitchen appliances

a 60-inch smart tv You'll be in charge of...

a tall wardrobe with a big mirror on its door

a queen-size bed with its wooden frame When you... be careful (not) to...

Once you've done that...





Practise giving instructions

- 1. **Think of a task**. You can use one of the prompts from slide 4 or a simple everyday task.
- 2. **Give step-by-step instructions** to your classmates, using the relevant phrases below.
- 3. **Double check** that your classmates have understood what to do.

Sequencing

- First of all..
- To begin with...
- The next thing you do is...
- Then...
- This is the part where...
- Now you need to...
- Once you've done that...
- Oh, and don't forget to...!
- Finally...
- Lastly...

Clarifying details

- When you... be careful (not) to...
- Here there is a risk of...
- At this point...
- There is(n't) only one correct way...
- You can either... or...
- Before you..., check...
- Remember...





Everyday tasks:

How to make a coffee.. How to drive a car... How to boil an egg...



9.

Let's reflect!

 Can you recognise and recall structures to give clear and detailed instructions?

Can you give instructions for performing a task in multiple steps?

Your teacher will now make one suggestion for improvement for each student.



End of the lesson

Idiom

A (real) piece of work

Meaning: We can use this expression to describe a nasty person

Example: Your boss is a real piece of work, isn't he?







Additional practice



Asking for instructions



Can you think of any **other ways** to ask for instructions?
Can you think of any **day-to-day situations** when you might ask for instructions?



- How do you....?
- How do I...?
- What's the best way...?
- How do I go about...?
- What do you suggest?
- How should I…?
- What is the first step…?

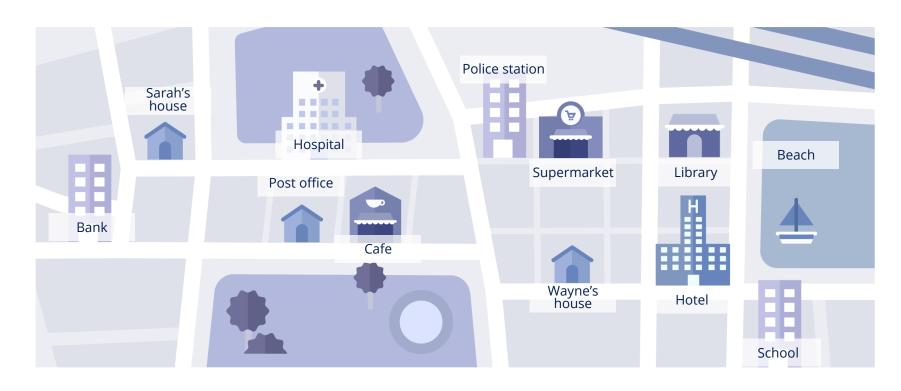




Asking for and giving directions



Take a look at the map. **Complete** the activity below.



Choose two places on the map and **ask for directions** from your classmate. **Swap roles** and give your classmate directions to their chosen place.

Eg: What's the best way to the beach from the café?





Practise asking for instructions

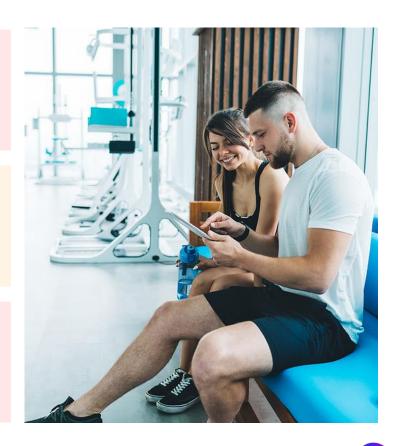


- 1. **Read** the situations below.
- 2. **Discuss:** Who could these people turn to for help?
- 3. **Practise** asking for instructions for each situation below.

A newly-wed couple are struggling with their financial issues after buying an expensive house.

A man constantly fails to control his appetite late at night, but he still wants to lose weight.

A high school student from Denmark is dreaming of attending a top-tier university in England when she grows up.







Who is it?



Complete the writing task below.

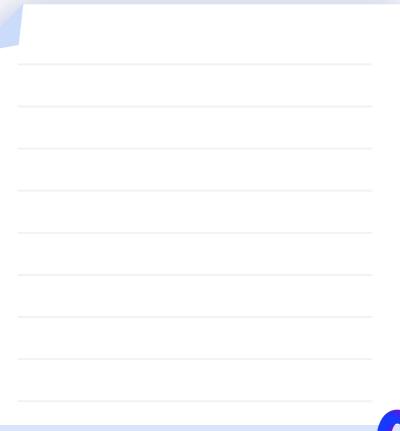
Write a detailed description of a famous person.

Then **read** it to your classmates.

They have to **guess** who you have written about. Was your description clear?







9.

Answer key

P.4: To follow instructions to the letter means to follow the instructions exactly.

P.10: 1. c 2. e 3. a 4. b 5. d

P.11: 1. clear 2. questions 3. fast 4. repeat 5. over





Summary

Vocabulary for taking the lead:

- The **main goal** of our project is...; In order to **achieve** this...
- Let's **divide** up the tasks...
- You'll be in charge of...; We also need someone to take care of...

Vocabulary for instructions:

- to split up; to oversee; objective; to deal with; to accomplish
- We need to **split up** the task into bitesize pieces.
- What is the goal we want to accomplish?





Vocabulary

to the letter

to split up

to oversee

objective

to deal with

to accomplish





Notes

