

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.



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 _____

...

1. **Brainstorm** important things to remember when giving instructions.
2. **Write six tips** that bring together your ideas.
3. **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).

1 The main **goal** of the project is to better understand our customer base.

a split up

2 In order to **achieve** this, we will be sending out a survey to some of our existing customers.

b oversee

3 Let's **divide up** the tasks so that we can share the workload between us.

c objective

4 You'll **be in charge of** the selection of participants and create the survey.

d deal with

5 We also need someone to **take care of** the admin side of things – sending out emails etc.

e accomplish



Double check on instructions!

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

1 Is everything _____?

2 Any _____ so far?

3 Did I go too _____?

4 Should I _____ this part? It's especially important.

5 Do you need me to go _____ anything again?

over
questions
repeat
fast
clear



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 Before you..., check...
Here there is a risk of... way... Remember...
At this point, it's important to... You can either... or... 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.

Dig the soil:

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

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?)*

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...



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.

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

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

3 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?





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

