Practically speaking | How to sequence an explanation

1 Do you often register with websites? What sort of information do you provide? What kind of information won't you give?

2 ▶ 7.3 Listen to someone explaining how to register with a website. Number these stages in the correct order 1–6.

___ Click 'register' button	___ Agree to terms and conditions
1 Fill in the personal details	___ Receive temporary password
___ Start using the site	___ Change temporary password

3 ▶ 7.3 Listen again and write in the missing sequence words.

1 OK, so _____ by filling in these details first.
2 … and _____ click 'register'.
3 _____, it'll email you a temporary password which you can change …
4 _____ you've done that …
5 So, _____ you've changed the password, you can log on.
6 You need to click this box _____ you finish.



4 Work with a partner. Choose one of these processes in your workplace and ask your partner to explain it.

- A security system to enter your workplace
- Logging into a conference call or teleconference
- Booking a room to hold meetings in your offices
- Any other process or system in your own workplace

Example: ***A*** *Do you know how I …?*
B *Sure, begin by …*

Tip | Sequence words
We often use sequencing words with verb + *-ing* or the perfect form:
*Begin/Start/Finish by fill**ing** in/click**ing** …*
*Once/Now/After/When you**'ve done/changed** that …*

LIVEWORKSHEETS

How to make a cheese sandwich

1. **First** you you have to buy bread and some cheese
2. **Once** you have bought the ingredients you should find a sandwich maker
3. **Having** found the sandwich maker you need to open it and place the sandwich on the bottom plate
4. **The next step is** to close the sandwich maker
5. **Next** we have to wait for 10 minutes
6. **Then** we have to open the sandwich maker
7. **Finally** our cheese sandwich is ready

How to make your pet happy

1. **First** you have to go to the zooplus website
2. **Once** you find the website you have to find the cosma XLL snacks
3. **Having** found the snackies you should order them
4. **The next step is** to open the door when the courier comes
5. **Next** you have to open the snack bag
6. **Then** you should give the snacks to your cat
7. **Finally** your cat is happy

Now it's your turn

How to...	First..., Once..., Having..., The next step is..., Next..., Then..., Finally...

	1	2	3	4	5	6
1	Avoid food poisoning	Become a famous filmstar	Brush your teeth	Build a snowman	Clean a swimming pool	Colour your hair
2	Dance	Decorate a cake	Draw an owl	Dress like a princess	Dry your hair	Feed a chicken
3	Hang a picture	Have a healthy diet	Identify a venomous snake	Live forever	Lose weight	Make a cheese sandwich
4	Make a good speech	Make friends	Make your pet happy	Be a good student	Open a bottle of wine	Open a coconut
5	Organise your closet	Organise a surprise party	Pack a suitcase	Play a computer game	Prepare for a job interview	Read one book a week
6	Remove a stain	Repot a houseplant	Snowboard	Start a new hobby	Survive in the wilderness	Train your brain

LIVEWORKSHEETS

EXAMPLE PASSAGE: A Conference in Chicago

Last week, I visited Chicago to attend a business conference. **While I was there**, I decided to visit the Art Institute of Chicago. **To start off**, my flight was delayed. **Next**, the airline lost my luggage, so I had to wait for two hours at the airport while they tracked it down. **Unexpectedly,** the luggage had been set aside and forgotten.

As soon as they found my luggage, I found a taxi and rode into town. **During** the ride into town, the driver told me about his last visit to the Art Institute. **After** I had arrived safely, everything began to go smoothly. The business conference was very interesting, and I thoroughly enjoyed my visit to the institute. **Finally**, I caught my flight back to Seattle.

Luckily, everything went smoothly. **I arrived** home just in time to kiss my daughter goodnight.

Linking words - Group sort

The Rules - Linking words

1. Although/Despite/However
2.1. Because/Since/As

2.2. Because/Since/As/Because of/Due to/Owing to

LIVEWORKSHEETS

LINKING WORDS PRACTICE

1. Fill in the blanks with a suitable linking word. Don't repeat it!

1. Ellie went to bed late yesterday, ... she overslept this morning.
2. My brother is taking some vitamins ..... he doesn't feel so weak.
3. ..... Paul did his best to save the company, his effort was useless.
4. ..... the weather forecast predicted a lot of rain, we stayed at home.
5. Jim has taken up jogging ..... keep fit.
6. Sally worked hard. ....., her boss thought she didn't.
7. Everybody was late for school this morning ..... the bus strike.
8. You'd better take the raincoat ..... it rains this afternoon.
9. Politicians are believed to lie to voters. ....., some of them accept bribes.
10. Mary got really angry ..... her boyfriend hadn't phoned her for two days.

2. Correct the sentences if necessary.

1. Despite of helping Mary, she didn't thank me.
.....
2. The weather was terrible since we decided to stay at home.
.....
3. I'll send you a message whether I am late for dinner.
.....
4. Ellie sings very well. Beside, she plays the piano beautifully.
.....
5. The meal was really salty, though nobody could finish it.
.....
6. In spite of they have been to England several times, they can't speak English.
.....
7. Carol is going to the dentist in order that to relieve her toothache.
.....
8. As the book looked so boring, I didn't buy it.
.....
9. Unless we don't finish our project tonight, we'll have to work next weekend.
.....

3. Rewrite the sentences using the linking word in brackets. Make the necessary changes:

1. Mark is learning German. He wants to apply for a job in Germany (in order to).
.....
2. The football match was cancelled. One of the goalkeepers was ill (due to).
.....
3. The guests ate all the food. Mary doesn't cook very well (although).
.....
4. My car has just broken down. I'll have to buy a new one (since).
.....
5. Paula didn't get the job. She had the right qualifications (in spite of).
.....
6. My father's health has improved a lot. He gave up smoking two months ago (as a result).
.....
7. Sally won't come to the party. You don't invite her (unless).
.....
8. My mother does the cooking and the housework. She looks after my grandparents (besides).
.....
9. Carol failed her exam. She didn't study hard (so).
.....
10. Do your homework or you'll be punished (if).
.....
11. He couldn't catch the bus. Pat was late for the conference (because).
.....
12. My brother speaks English fluently. He's studying French now (moreover).
.....
13. He forgot our date. Paul had to work late yesterday (as).
.....
14. Bob promised to send me an email. He might not come to the pub (in case).
.....
15. He went to the office. Andy felt ill (however).
.....
16. The police officer stopped Randy at the airport. His passport wasn't up-to-date (so)
.....
17. Pass me the pen, please. I want to sign the petition (to).
.....
18. There was a serious misunderstanding. Mary and Tim split up (owing to).
.....

LIVEWORKSHEETS