

# UNIT 4 OFFICES PART 2

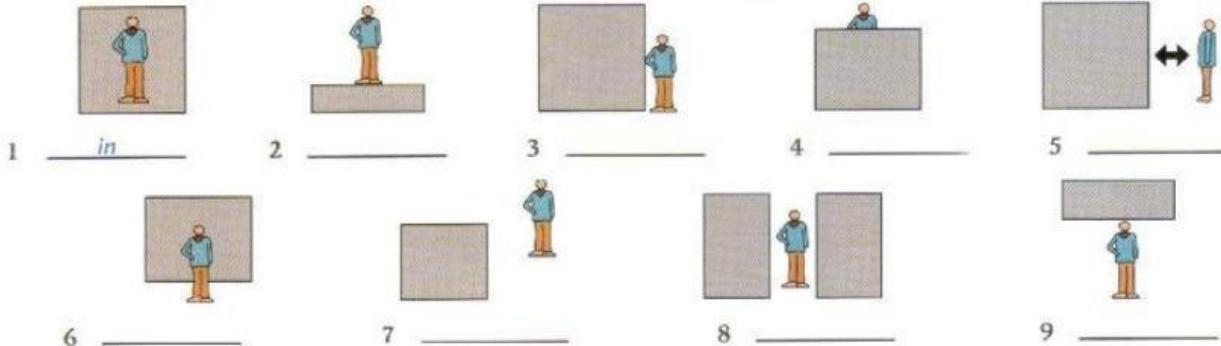
## Language check 1 Prepositions of place

We use prepositions of place to describe where things are.

There are four files **on** the desk. There's a printer **under** my chair.

Label the pictures with the words in the box.

on      next to            opposite      behind      under      between  
near      in front of



For more information, see pages 158 and 159.

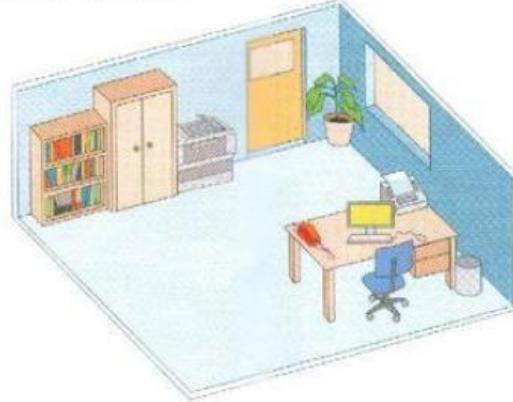
### Listening 1

1 Listen to three people describing their offices. Which speaker (1, 2 or 3) talks about this office?

Speaker 1

Speaker 2

Speaker 3



2 Complete the texts with prepositions. Listen again and check.

- 1 There is a PC and a telephone <sup>1</sup>on the desk. The printer is <sup>2</sup>   the desk. There's a bookcase <sup>3</sup>   the filing cabinet.
- 2 My desk is <sup>4</sup>   the door. The monitor is <sup>5</sup>   the printer. All my files are <sup>6</sup>   the cupboard. It's <sup>7</sup>   the photocopier and the bookcase.
- 3 I sit <sup>8</sup>   my sofa with a laptop. The sofa is <sup>9</sup>   the door. There's a bookcase <sup>10</sup>   the sofa. There are two filing cabinets <sup>11</sup>   the bookcase.

### Working English

We often use *there is* or *there are* when we describe what is in a place.

*There is* (*There's*) a file **next to** the PC.

*There are* six pens **on** the desk.

*There is not* (*There isn't*) a file **next to** the PC.

*There are not* (*There aren't*) six pens **on** the desk.

Complete the sentences with *There's* or *There are*.

1. There's a hospital next to the bank.
2. \_\_\_\_\_ houses near the park.
3. \_\_\_\_\_ a library down the street.
4. \_\_\_\_\_ a bank across from the house.
5. \_\_\_\_\_ a bus stop around the corner.
6. \_\_\_\_\_ restaurants near the apartment.
7. \_\_\_\_\_ two drugstores in town.
8. \_\_\_\_\_ a shopping center on First Street.

**B** Look at the picture. Complete each conversation. Use *It's* or *They're*.  
Use a preposition from the box and the words in parentheses.

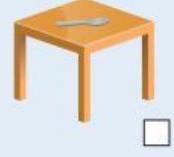
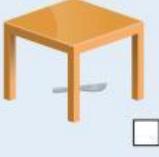
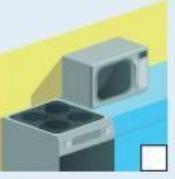
in on under over in front of behind

1. A: Where's the desk?  
B: It's in the bedroom.  
(the bedroom)
2. A: Where's the bed?  
B: It's on the desk.  
(the desk)
3. A: Where are the books?  
B: They're on the shelf.  
(the shelf)
4. A: Where's the chair?  
B: It's under the desk.  
(the desk)
5. A: Where are the pens?  
B: They're in the cup.  
(the cup)



6. A: Where's the phone?  
B: It's behind the computer.  
(the computer)
7. A: Where are the boxes?  
B: They're in front of the desk.  
(the desk)

**C** ►03-18 Listen to the sentences. Check (✓) the picture they describe.

1. a.  b. 
2. a.  b. 
3. a.  b. 
4. a.  b. 
5. a.  b. 
6. a.  b. 

## Language check 2 The imperative

We often use imperatives to give instructions or orders. Study the examples and complete the rules below with *don't* and *to (x2)*.

### Positive

- a *Tidy* your desk.
- b *Use* your pen to write notes.

### Negative

- c *Don't tidy* your desk.
- d *Don't use* your pen to write notes.

- 1 Positive imperatives use the infinitive of the verb without \_\_\_\_\_.
- 2 Negative imperatives use \_\_\_\_\_ + the infinitive of the verb without \_\_\_\_\_.

### Working English

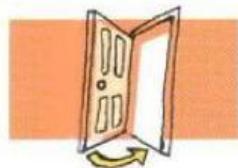
Imperatives give direct information. In everyday conversation it is usually polite to be less direct.

*Could you tidy your desk, please?* is more polite than *Tidy your desk.*

### Practice

Look at the signs and use the verbs in the box to write instructions.

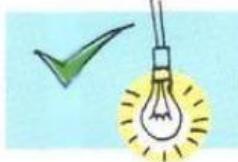
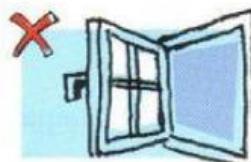
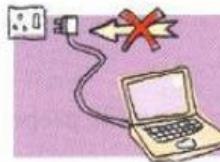
close open turn on press switch off plug in



1 *Don't press the button.*

2 \_\_\_\_\_

3 \_\_\_\_\_



4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

### Listening 2

1 Listen to Ian Lang from the IT department explaining to a colleague how to use a new laptop computer. Does Ian think that it is easy or difficult to use?

2 Listen again and complete Ian's instructions.

- 1 \_\_\_\_\_ the laptop on the desk.
- 2 \_\_\_\_\_ the laptop.
- 3 \_\_\_\_\_ the lid.
- 4 \_\_\_\_\_ the black button.
- 5 \_\_\_\_\_ the green button.
- 6 \_\_\_\_\_ a moment.

## LESSON 3

## ASK FOR AND GIVE DIRECTIONS



YUSEF SAYED

@YusefS

How do I get to Putnam's?



### 1 VOCABULARY Words for getting around town

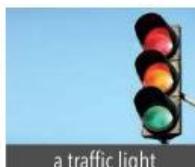
**A** ►04-21 Listen. Then listen and repeat.



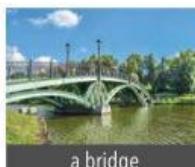
avenue



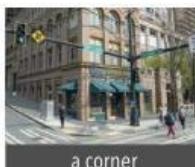
street



a traffic light



a bridge



a corner



a block



south



turn right



turn left



go straight

**B** ►04-22 Listen to the conversations. Circle the correct answer.

1. a.



b.



4. a.



b.



7. a.



b.



2. a.



b.



5. a.



b.



8. a.



b.



3. a.



b.



6. a.



b.



9. a.



b.



**C** PAIRS Talk about places in your neighborhood.

**A:** There's a bridge on Third Street.

**B:** There's a bus stop on Oak Avenue. It's on the corner.



### 2 GRAMMAR The imperative: Affirmative and negative

#### Affirmative

Turn right.

Walk.

Go north.

Cross the street.

#### Negative

turn left.

take a cab.

go south.

go straight.

#### Places

shopping center  
park  
restaurant  
drugstore  
library  
supermarket  
coffee shop

# THE IMPERATIVE: AFFIRMATIVE AND NEGATIVE

**A** ►04-23 Listen to the directions. Circle the imperatives you hear.

1. **Go** / **Don't** go straight.
2. **Don't** take / **Take** Exit 5A.
3. **Drive to** / **Cross** the bridge.
4. **Drive** / **Walk** two blocks.
5. **Stop** / **Don't** stop at the traffic light.
6. **Go east** / **Go west** on Route 78.
7. **Turn right** / **Turn left** at the gas station.
8. **Turn right** / **Turn left** at the shopping center.

**B** Label the pictures. Write affirmative or negative imperatives with words from the box. Use some words more than once.

go straight stop turn left turn right walk go

1.



2.



3.



4.



Don't walk .

5.



6.



7.



8.



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C** Look at the map. Complete the directions to White River School.

Use the words from the box. Use some words more than once.

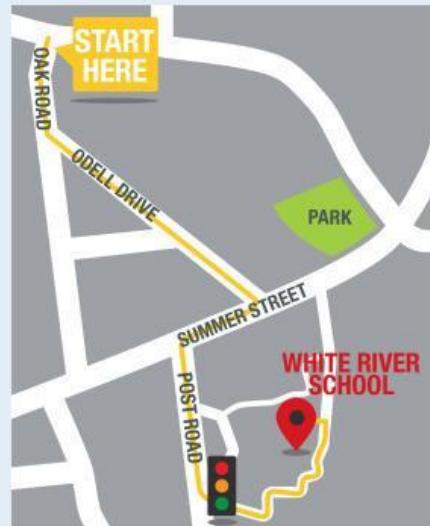
Cross Don't drive Don't turn left Walk straight Turn left Turn right Walk

A: How do you get from your house to White River School?

B: Oh, it's very easy. **Go** <sup>1</sup> south on Oak Road. **Turn left** <sup>2</sup> onto Odell Drive. **Turn right** <sup>3</sup> on Odell. **Walk straight** <sup>4</sup> at Summer Street, that's the way to the park. **Turn left** <sup>5</sup> on Post Road. **Turn right** <sup>6</sup> the street at the traffic light.

A: Where do I put my car?

B: A car? **Don't drive** <sup>8</sup>! **Walk straight** <sup>9</sup>. It's very close!



## Directions

Look at these ways of giving directions and telling someone how to go from one place to another. Which phrases do you use to ask for directions? Which do you use to give directions?

a *Turn left / right at / after [the bank].*

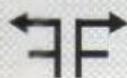


b *Go past [the supermarket].*



c *Where is [Palace Street]?*

d *Take the first / second turning [on the] right / left.*



e *How do I get to [the station]?*

f *Go straight on.*

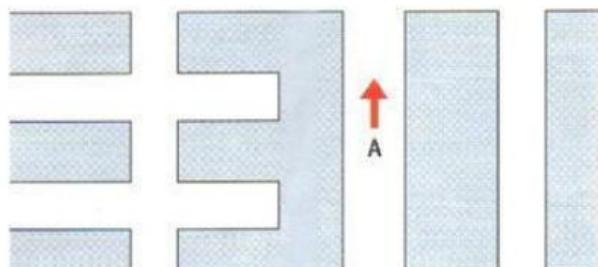


g *Go along / down [that road].*

## Listening 3

1 Listen to Ken Milton asking for directions. Is he inside or outside?

2 Listen again and follow the directions from A on the map. Mark where Vigo Street is.



3 Complete the directions. Listen again and check.

Turn <sup>1</sup> \_\_\_\_\_ at the end of this street. Go <sup>2</sup> \_\_\_\_\_ that road, <sup>3</sup> \_\_\_\_\_ the hospital and then <sup>4</sup> \_\_\_\_\_ left. Then go <sup>5</sup> \_\_\_\_\_ and Vigo Street is the second street on the <sup>6</sup> \_\_\_\_\_.