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Unit 4

Name:
Section:
Student number:

4.1 Lead In

Do you know how to give instructions? Yes. No
Do you know how to ask for directions? Yes. No

4.2 Reading

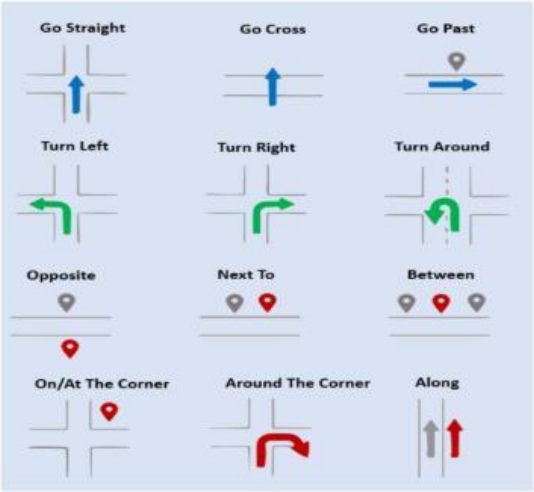
An Instruction Sheet

Knowing how to write a clear and well-written instruction sheet is a valuable skill. However, aside from technical writers, only a few of us possess those skills. To help you with that, here's some help. Determine the task. Keep in mind the "end" or "completed" state. This way you can identify the scope and detail of its instructions. Identify the first step. This means that the first instruction should start from the start. Make sure no step is missed out. Begin your instructions with a verb. Begin every instruction with a doable statement. (Examples: "Take", "Fold", "Cut", "Write", etc.) Follow with the next steps. And so on. Every step must be concrete. End your instruction sheet by stating that it is the last step. Might seem unnecessary, but the user must have no doubt that they have reached the end of the instructions. The main purpose and function of an instruction sheet is to give the user a step-by-step guide to accomplish a task. Not only that, an instructions sheet also help the user to learn. While they read the instructions, they are also learning. This means that the user is now capable of performing a task without any instructions.

Number the steps from 1 to 5 to put these sentences in order :

- …… Identify the first step.
- ……. Follow with the next steps.
- ……. Determine the task. Keep in mind the "end" or "completed" state.
- ……. End your instruction sheet by stating that it is the last step.
- ……. Begin your instructions with a verb. Begin every instruction with a doable statement.

Giving Direction



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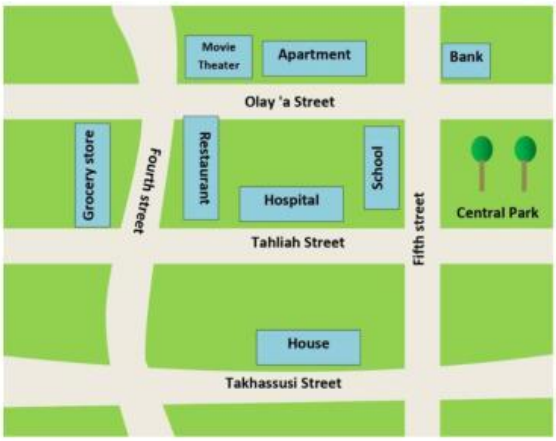
- **Use the map to answer these questions (Are they true or False):**



1.Sara's apartment is on Takhassusi street. (.....)

2.Restaurant is next to the hospital on fifth street. (.....)

3.The hospital is between restaurant and school. (.....)

4. The grocery store is opposite to the movie theatre. (.....)

1. The bank is on Olay'a street. (.....)
2. The movie theater is on the corner. (.....)
3. The grocery store is opposite to the restaurant. (.....)

Safety Signs

Name the sign:

1.…… 2. ……

3. …… 4……..

5. …… 6. …….

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4.4 Grammar Spot

Imperatives

- **We can use imperatives to give orders and instructions.**
- **Imperative to tell someone what to do.**

Example : **Bring** me a piece of cake. **Be** nice to everybody. **Give** me a bottle of water.

- **How to use them**

- The imperative is the same as the verb. We use the verb without you.
- An imperative is **base verb** (present simple verb).

Read a book. **Study** hard.

- For a negative order or instruction, use don't
- The negative form is (do + not + base verb)

Don't stay out at night. **Don't be** late!

- Use **please** to be more polite.

Please help me with my homework. Don't make me sad, **please**.

If there are a number of steps in your instructions, you can use the following sequence markers:

First **Then** **Next** **After that** **Finally**

Let's use some imperatives with sequence markers to show someone how to make a cup of coffee.

First, **boil** some water.
Then, **put** coffee into a cup.
Next, **pour** the hot water into the cup.
After **that**, add a little milk.
Finally, **stir** the coffee.

You can use the imperative to give **instructions, commands, advice, or to invite:**

1. To give instructions • Push the button. • Turn left.
2. To give commands • Stop saying nonsense. • don't lie.
3. To give advice. • Go to hospital; you are ill. • Tell her that you love her.
4. To invite
• Please, come to the party. • Have a drink.

- **Put the words in the correct order:**

1- play / please / me / with. ……

2- much / eat / Don't / too. ……

3- food / eat / please / Healthy. ……

4- help / Please / sister / your. ……

5- your / brain / use. ……

6- with / Don't / fire / play. ……

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- **Find the mistake in each sentence and correct it:**

1- Please doesn't shout at me. .....

2- You bring me a glass of water, please. .....

3- Watching your step. .....

4- Kindly to close the door. .....

5- Don't forgetting to be nice to your little sister. .....

6- Don't to call me late at night. .....

- **Decide which option is more polite. (From 1 to 6) choose (a or b)**

1- a.Tell me what to say!	b. What do you think I should say?
2- a.I'm not sure that's a good idea.	b.That's a really bad idea.
3- a.Just call her office!	b. Perhaps you could try calling her office.
4- a.Why don't you try doing nothing?	b.You've done enough.
5- a.Check with Sam before you do anything.	b. If I were you, I'd check with Sam first.
6- a.Fine. Good.	b.Oh, that's very good news.

4.5 Listening :Giving directions

https://youtu.be/WHukrUwEWtA

Listen then Complete the gaps:

1. …… to the hospital. left Next next directions ATM

2. Give me …… to the coffee shop. left Next next directions ATM

3. Turn …….. and then continue for about 50 metres. left Next next directions ATM

4. Is there an …… near here? left Next next directions ATM

5. There is one …….. the coffee shop. left Next next directions ATM

Listening 2
https://youtu.be/DWLkwuHyQJs

Listen then decide if these sentences are (true or false)?

1 - Peter doesn't know what is the presentation about. True. False

2 - Hana doesn't want to help. True. False

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3 - Peter is ready for the presentation. True. False

4 - The presentation is about a shampoo commercial. True. False

5 - The presentation is around 9:10 a.m. True. False

4.6 Speaking

Task 1: Asking for Directions Conversation: Going to the Museum

(On the street corner)
Tourist: Excuse me, can you help me? I'm looking for the museum.
Person: Certainly, it's about a five-minute walk.
Tourist: Maybe I should call a taxi.
Person: No, It's very easy. Really. *(pointing)* I can give you directions.
Tourist: Thank you. That's very kind of you.
Person: Not at all. Now, go along this street to the traffic lights. Do you see them?
Tourist: Yes, I can see them.
Person: Right, at the traffic lights, turn left into Olay'a Street.
Tourist: Olay'a Street.
Person: Right. Go straight. Take the second left and enter Museum Drive.
Tourist: OK. Olay'a Street, straight on and then the third left, Museum Drive.
Person: No, it's the second left.
Tourist: Ah, right. The second street on my left.
Person: Right. Just follow Museum Drive and the museum is at the end of the road.
Tourist: Great. Thanks again for your help.
Person: No problem at all.

Task 2: Asking for Directions Conversation: On the Phone

Sarah: Hello, this is Sarah.
Mona: Hi Sarah. This is Mona.
Sarah: Hi Mona. How are you?
Mona: I'm fine. I have a question. Do you have a moment?
Sarah: Certainly, how can I help you?
Mona: I'm driving to the conference center later today. Could you give me directions?
Sarah: Sure. Are you leaving home?
Mona: Yes.
Sarah: OK, take a left onto Prince Turki Bin Abdulaziz Althani Street and drive to the freeway entrance. Take the freeway toward King Abdullah Road.
Mona: How far is it to the conference center from my home?
Sarah: It's about 20 miles. Continue on the freeway to exit 10. Take the exit and turn right onto Broadway at the stoplight.
Mona: Let me repeat that. Take the freeway to exit 10 and turn right onto Broadway.
Sarah: That's right. Continue on Broadway for about two miles and then turn left onto 10th Ave.
Mona: OK.
Sarah: On 10th Ave., take the second right into the conference center.
Mona: Oh, that's easy.
Sarah: Yes, it's very easy to get to.
Mona: How long does it take to get there?

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Sarah: If there's no traffic, about 25 minutes. In heavy traffic, it takes about 45 minutes.
Mona: I'm leaving at 10 in the morning, so the traffic shouldn't be so bad.
Sarah: Yes, that's right. Can I help you with anything else?
Mona: No that's it. Thanks for your help.
Sarah: OK. Enjoy the conference.
Mona: Thanks, Doug. Bye.

4.7 Writing

Sequence Adverbs

- There are five types of adverbs in the English language. **Sequence adverbs are** used to describe the order in which two or more actions happen, and help us understand the time relationship between sentences and ideas. Sequence adverbs (or sequence markers) include first, next, then, and finally.
- **Example:**

If you want to make an omelet, you need to break the eggs **first. Next**, you should heat butter on a pan. **Then,** you can add the eggs. **Finally,** you can enjoy your omelet with your favorite vegetables or a piece of bread.

- **Explanation:**

Here, sequence adverbs are used to describe the order of actions you need to take to make an omelet.
Rule 1: We **use a comma after** sequence adverbs when they introduce the sentence that describes the action.
• **Example:**
- Next, I will show you how to toast bread.
• **Explanation**
- Next is a sequence adverb used to start the sentence, so we use a comma after it.
Rule 2: We use **first** to express that action happens before any others and can place it **at the beginning** and **the end** of a sentence.
• **Example:**
-**First,** I need to have a cup of coffee before I start my work.
-I have a lot of work to finish today, but I need a cup of coffee **first.**
• **Explanation:**
-First is a sequence adverb used to express that coffee comes before work
-Once again, first signifies that coffee comes before work.
Rule 3: We use "next": for an action that happens immediately after another action, or as soon as possible. We can also use "next" at the end of the sentence.

• "I went to Bolivia on holiday. "Next", I want to go to Brazil."
• "I'm eating breakfast now. I will clean the kitchen "next"."
Rule 4: We can use **then** to express that action happens **after** another action if it's **not immediate.** We can use **and then** without a comma. Please note that **then** refers to a specific time in the future or in the past.
• **Example:**
-I am going to visit Napoli this fall. Then, I want to explore the French Riviera.
-She will finish her coffee and then she will continue with working tasks.
• **Explanation:**
-There is no destination and time frame specified, so the speaker probably won't go to the French Riviera right after coming back from Toscana. In such a case, we use then.

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-We don't know if she will start working on her tasks immediately after finishing her coffee. In such a case, we use and then.

Rule 5: We can use **finally** to express that action happens **at the end, after any others,** or **after a long time.** We can use finally before the verb without a comma.

- **Example:**

-After 20 years, we **finally** retired.
-I've worked all day. **Finally,** I can go to bed.
-I've worked all day, cleaned the house, cooked a meal for tomorrow and I **finally** went to bed.

- **Explanation:**

-Finally is a sequence adverb used to express action that happens after a long time.
-Finally is a sequence adverb used to express an action that happens at the end of the day.
-Finally is a sequence adverb used to express an action that happens after any others.

- **Complete the sentences with the correct answer:**

1- If you want to pass your exams, you must study very hard _____ .
next first finally then

2- David woke up late and _____ he was late for work.
next first finally then

3- Michael _____ finished the project last week.
next first finally then

4- When you cook vegetables, you should wash them _____ .
next first finally then

5- James was ill for a week before he_____went to the doctor.
next first finally then

6- Tom and Sarah travel a lot. They don't know where to go _____ .
next first finally then

Write the correct sequence adverb:

1- If you want to pass an exam, you need to study ……..

2- She …….. finished her essay last week.

3- I like to travel, but I don't know where to go ……....

4- We went shopping in the morning and …….. we went to the cinema.

4.8 Phonics, Pronunciation or Stress

the Letter 'g'

How to Pronounce the Letter 'g'

- The letter 'g' is pronounced in two distinct sounds – hard like g in glass and soft like g in a gem.

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- An important rule to understand the sound of the alphabet 'g' is to pay attention to the letter that follows the letter 'g' in the word

- **Hard g sound**

Hard g or /ggggg/ is produced in two ways:
1.If a consonant follows the letter 'g', then the g sound is hard, like in **glass, grapes, glove**, etc.
2.If the letter 'g' comes at the end of the word, then the 'g' sound is hard like in **frog, leg, jug**, etc.

- **Soft g sound**

Soft 'g' sound is produced:

1.If the letter 'g' is followed by the letters 'i', 'e', or 'y' like in **gym, giraffe**,etc.
• **Exception: Words like get and give.**

Add these words to the correct group:

Agree - go - arrangement - page - great - religion – gym-Egypt - glasses - group - message - dangerous

Soft g sound	**Hard g sound**

Read the sentences and underline the correct one:

1. a. To have a cup of coffee. b. Have you a cup of coffee. c. Have a cup of coffee.

2- a. Do be rude. b. Don't be rude. c. Don't to be rude.

3- a. Please to take care of yourself. b. Please taking care of yourself. c. Please take care of yourself.

4- a. studying for your exam. b. Study for your exam. c. To study for your exam.

5- a. Don't talk out load at night. b. Don't to talk out load at night. c. Don't taking out load at night.

Fill in the gaps with the correct words from the box. Some of these imperative forms are negative (-).

help - phone - go - leave - clean - sit - drink - close - take - tell

1. …… your shoes. 2. Today's her birthday. …… her, please.

3. …….. her my phone number. (-) 4. It's cold outside. ……. the window, please.

5. …….. her in the kitchen. 6. …… on the table. (-)

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7. …… your dirty boots outside.

8. …… and drive. (-)

9. …… them to the airport.

10. …… through the park at night. (-)

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