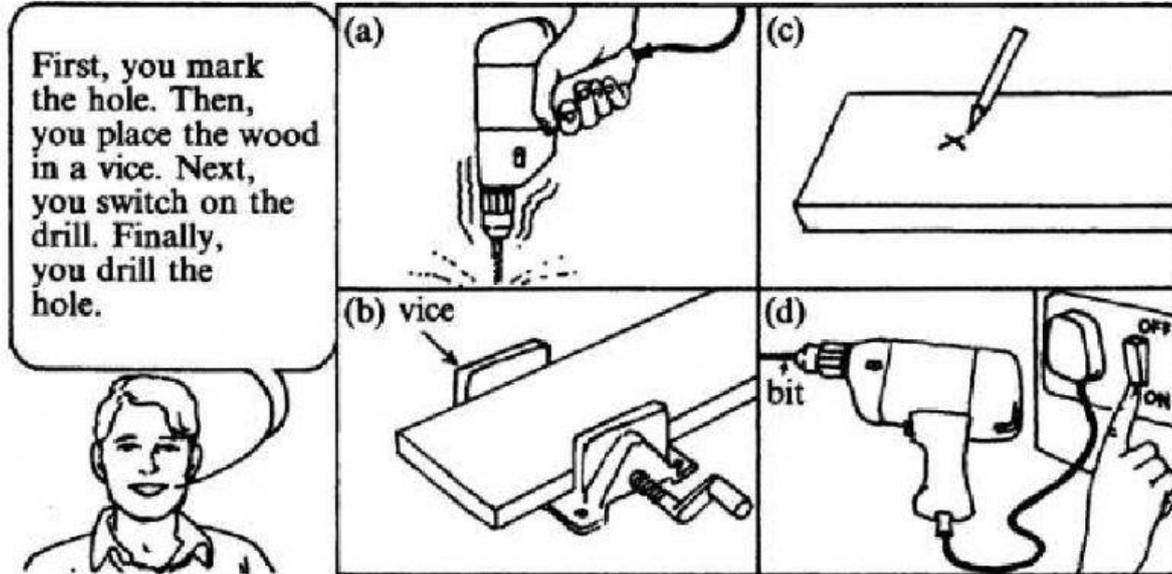


Unit two

1 'First, you mark the hole.'

Ron is showing Alan how to drill a hole in a plank of wood.



First, you mark the hole. Then, you place the wood in a vice. Next, you switch on the drill. Finally, you drill the hole.

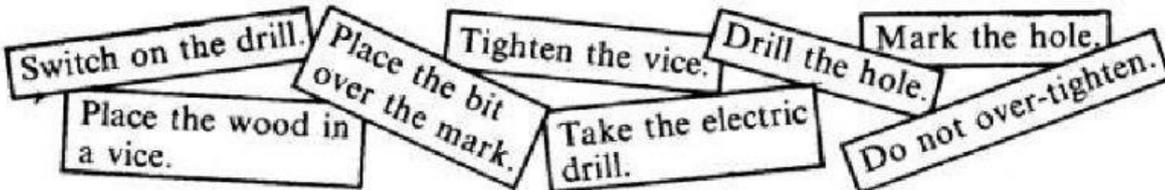


1 Match the pictures above with Ron's instructions:

Example: First, you mark the hole. – (c)

2 Put the following instructions in the correct order:

Example: 1 Mark the hole.



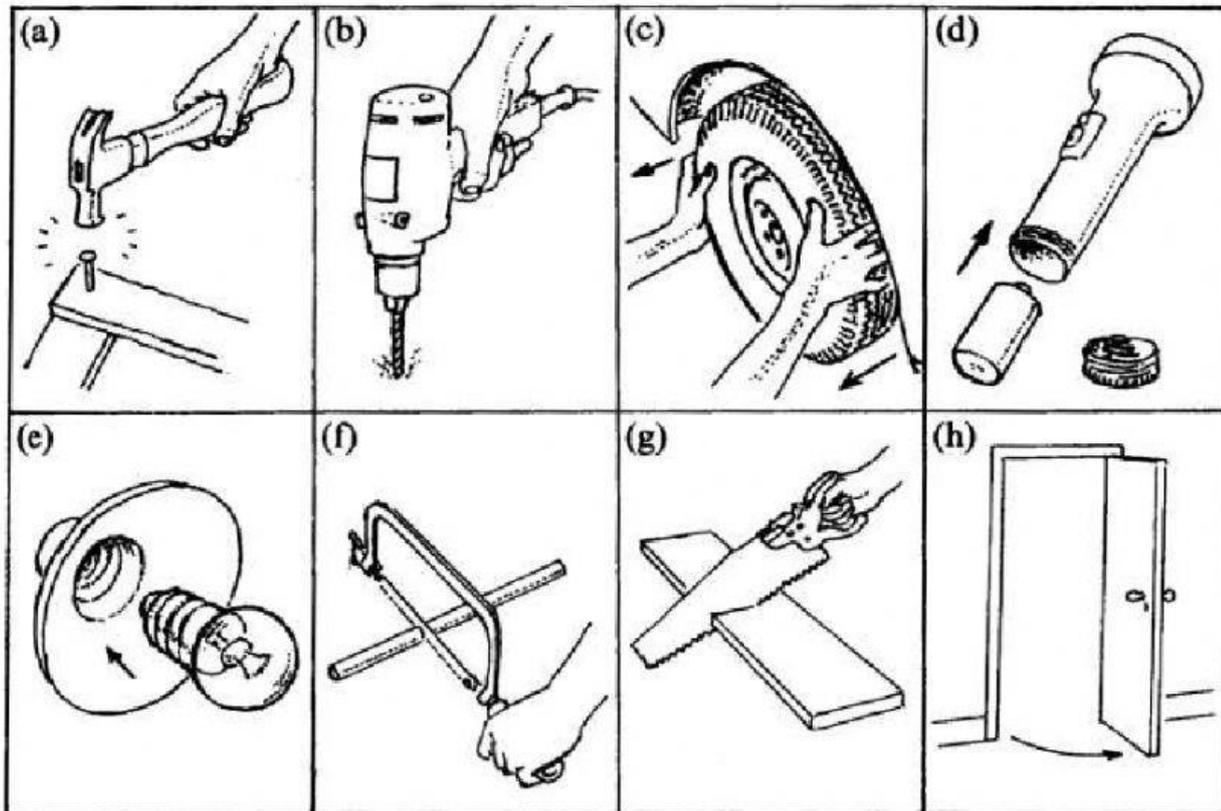
3 Complete Ron's words. Use the above instructions:

First, you Then, you
 Next, but don't
 Now, you and
 Finally, and



4 Match these pictures with the instructions:

Example: Picture (a) – 6 hammer the planks together.



1 drill the hole

2 insert new batteries

3 put in a new bulb

4 saw the pipe

5 take off the wheel

6 hammer the planks together

7 open the door

8 cut the plank

5 Put these sets of instructions in the right order:

Example: (a) 1 Insert the key. 2 Turn it clockwise. 3 Open the door.

(a) Open the door. / Turn it clockwise. / Insert the key.

(b) Plane the planks. / Hammer the planks together. / Get a hammer and nail.

(c) Place the pipe in a vice. / Mark out the cut. / Saw the pipe.

(d) Put the plug in. / Drill the hole. / Switch on the drill.

(e) Put in a new bulb. / Take it out. / Turn the old bulb anti-clockwise.

(f) Open the torch. / Insert new batteries. / Take out the old batteries.

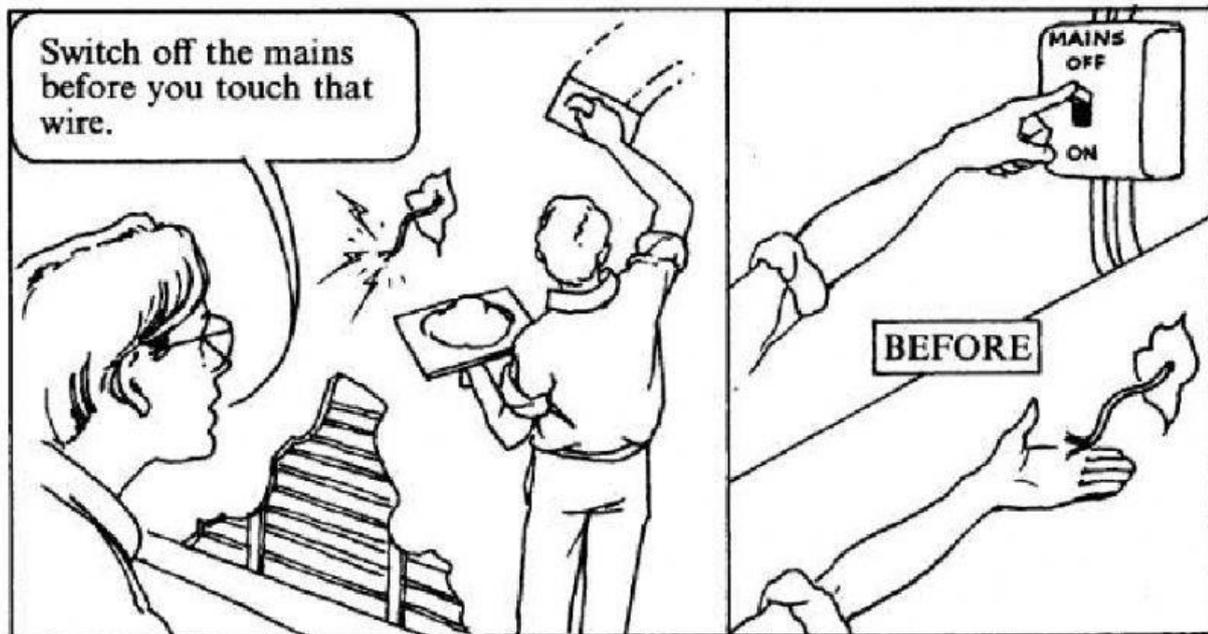
(g) Take the wheel off. / Remove the nuts. / Get a spanner.

6 Write the instructions from Exercise 5 with the words FIRST, THEN, FINALLY:

Example: (a) First, you insert the key. Then, you turn it clockwise. Finally, you open the door.

2 'Switch off before you touch that wire.'

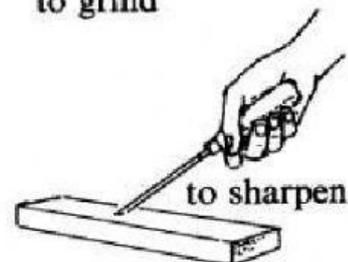
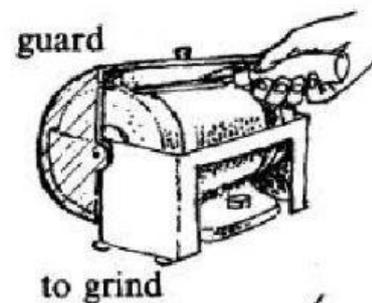
Ron is plastering a wall in the house. Alan is giving a warning.



7 Change these pairs of instructions in the same way:

Example: (a) Switch off the mains before you touch that wire.

- (a) First switch off the mains. Then touch that wire.
- (b) First sharpen the chisel. Then use it.
- (c) First put petrol in the car. Then drive it.
- (d) First mark the wood. Then saw it.
- (e) First remove the plug from the socket. Then cut the wire.
- (f) First put your goggles on. Then hammer the stone.
- (g) First put the guard down. Then grind the chisel.



8 Read these sentences, then make seven short instructions in the correct order:

Begin: 1 Put the wood in a vice.

End: 7 Leave the workshop.

Put the wood in a vice before you chisel it.

Mark the hole before you drill it.

Switch off the machines before you leave the workshop.

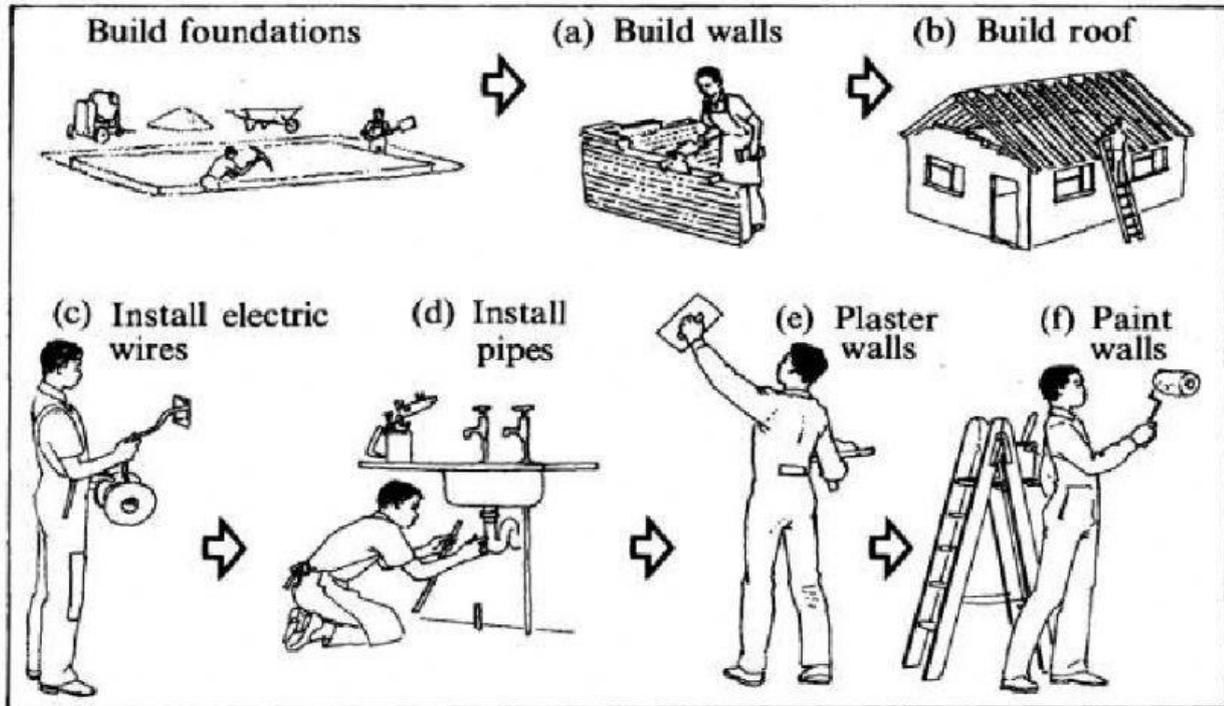
Chisel the wood before you plane it.

Chisel the wood and plane it before you mark out the hole.

Drill the hole before you switch off the machines.

9 Make sentences.

Building a house



Examples: (a) You build the foundations before you build the walls.

(b) First, you build the walls. Then, you build the roof.

10 Are these instructions safe or unsafe? Rewrite the unsafe ones:

Examples: (a) UNSAFE. Switch off the tape recorder before you repair it.

(b) SAFE.

(a) Repair the tape recorder before you switch it off.

(b) Switch off the mains before you take the back off the television.

(c) Grind the chisel before you put the guard down.

(d) Operate the drilling machine before you put on your goggles.

(e) Check the brakes before you drive the car.

(f) Walk on the floor before you clean up the oil on it.

(g) Light the match before you close the petrol can.

