

Practically speaking | How to use sequencing words

1 24▶ Listen to how the robots at Staples do their job. Put these stages in order.

- a — the person takes the correct items for the order.
- b 1 the warehouse computer receives customer orders.
- c — the robot returns the box and starts again.
- d — the robot finds the box and delivers it to a human co-worker.
- e — the computer tells a robot to find the correct box.

2 24▶ Listen again and match these words to the five stages.

Example: First of all, the warehouse computer receives customer orders.

first of all — finally — after that — then — next —

3 Think of stages for a process at work or your typical day. Tell your partner the stages with the sequencing words in **2**.

Example: First of all, I check emails. Then, I send new orders to the warehouse.

Next, I ...