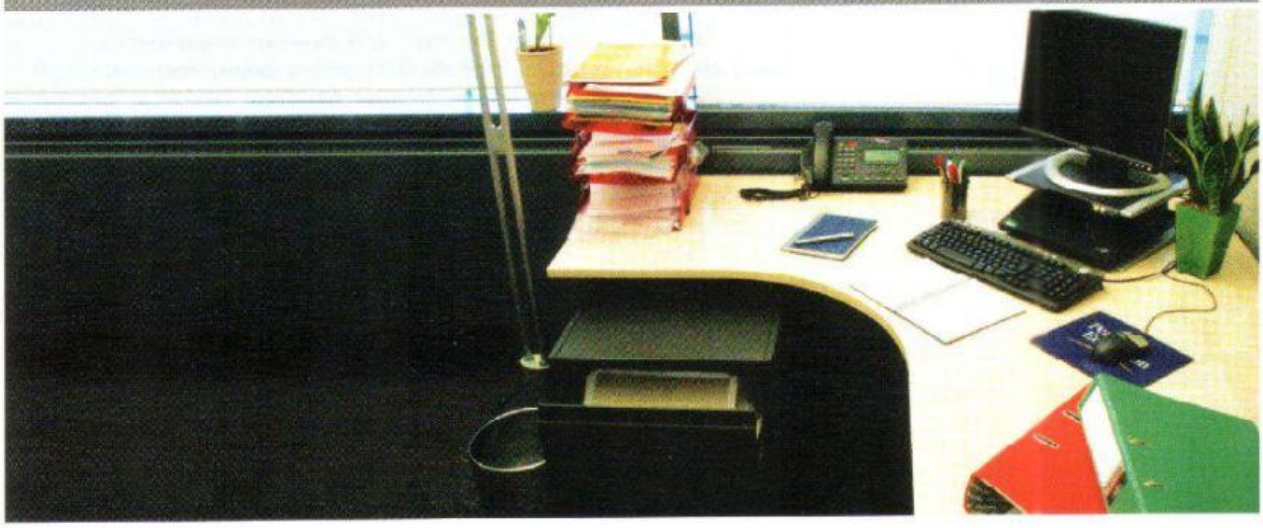
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Unit 4 Give instructions and directions

Describe location | Give instructions | Give directions



Warm up

Talk about the place where you work.

Do you work in an office, in a factory – or in another kind of place?

Do you work alone or with other people? How many people usually work in the same room?

Do you like the place where you work? Why? / Why not?

Building vocabulary

Office equipment

Match these words with the items in the picture above. Two of the things are not in the picture. Use a dictionary to help you.

desk chair PC telephone mouse files in-tray desk diary notebook filing cabinet drawer bin pen holder

Task 1
Pairs

Objective: Describe location

Take turns to ask and answer questions about the following.

pens	files that you don't use often
files that you use often	paperclips
mail (letters)	things you don't want

Use *keep* for the items above, for example:

Where do you keep ...? In my desk drawer.

notes	the dates of important meetings

Use *write* for the items above, for example:

Where do you write ...? In a notebook.

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What do you say? 1

1 Are these statements about the picture opposite true or false? Correct the false statements.

1 There are no pens in the pen holder.
2 There is one file on the desk.
3 There is a pen on the notebook.
4 The notebook is in front of the phone.
5 The in-tray is next to the phone.
6 The bin is under the desk.

2 Write some more sentences to describe the picture.

Grammar reference: Prepositions of place, page 86

Look at the picture of Michaela's office below and answer the questions.

1 Where is the cupboard? *In the corner.*
2 Where is the filing cabinet?
3 Where is the small table?
4 How many drawers does the filing cabinet have?
5 How many shelves does the bookcase have?
6 Match the following with a, b and c in the picture.
- ☐ the middle drawer of the filing cabinet
- ☐ the bottom drawer of the filing cabinet
- ☐ the top shelf of the bookcase

CD 7 Listening 1

Listen to a telephone conversation between Michaela and Eva, a colleague. Michaela is in a meeting and needs an important document. She can't leave the meeting, so she asks Eva to bring it to her. Where is the document?



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What do you say? 2

Giving instructions

CD 8

1 Listen to the first part of the conversation again. Michaela asks Eva politely to find a report and bring it to her. She doesn't say: 'Find it and bring it to me now.' What does she say?

_____ find it and bring it to me?

How does Eva answer?

1 Sorry I'm busy. 2 No problem. 3 Right.

CD 9

2 Michaela gives several instructions to help Eva find the report. Listen to the second part of the conversation again and complete the sentences.

1 _____ into my office.
2 _____ the top drawer of the filing cabinet.
3 _____ in a file with the name 'New projects'.
4 Please _____ _____ the file.
5 Just _____ the report.

Here are some of Eva's responses to the instructions. Which one do you hear at the end of the conversation?

1 I'll do it now. 2 Right. 3 Yes.

Strategies: Instructions, page 78

Grammar reference: The imperative, page 85

Task 2
Pairs

Objective: Give instructions

1 Look at the picture of the office on page 21. You are going to give your partner instructions to find some things in the office. Follow the instructions below.

- Imagine you are talking to him/her on the telephone (sit back to back) and give instructions so he/she can find what you need.
- Student A turn to page 97 to see the things that you need and the locations.
- Student B make a note of what your partner wants and where it is.

2 Change roles and repeat the task.

- Student B turn to page 101 to see the things that you need and the locations.
- Student A make a note of what your partner wants and where it is.

Listening 2

1 Study the map of a town centre on page 23. Tick (✓) the places you can see.

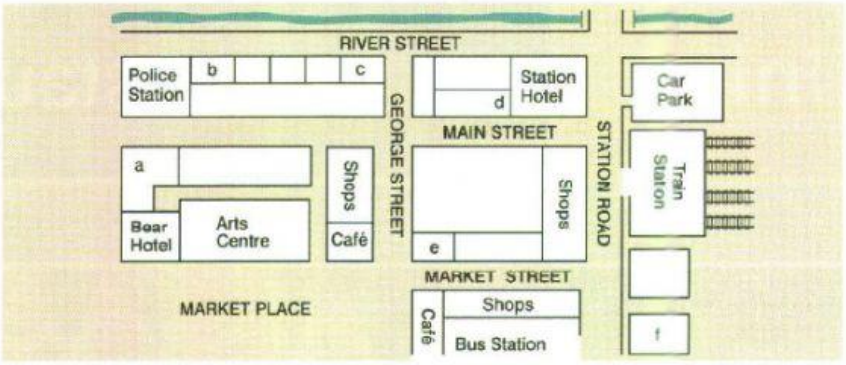
☐ car park ☐ hotel ☐ park ☐ shops
☐ police station ☐ bus station ☐ train station

CD 10

2 Listen to a conversation between Kathy and Alain. They are meeting for dinner at the Hong Kong restaurant. Where is the restaurant on the map? Circle the correct place a–f.

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What do you say? 3

Giving directions

1 **Look at the map again and complete Kathy's directions.**

1 The restaurant is in the town centre, near *the train station*.
2 OK, so come out of the train station. Turn _____.
3 Go along _____ Road.
4 Go past the _____.
5 Take the first turning _____ and you're in River Street.
6 The _____ is on your right.
7 _____ straight on.
8 The restaurant is on the corner of _____.

Strategies: Directions, page 78

2 **Use the same map to complete the conversation.**

A: Let's meet at the Arts Centre.
B: I don't know it. Can you tell me [1]_____ it is?
A: It's in Market Place, [2]_____ _____ the Bear Hotel.
B: How do I get there from the bus station?
A: From the bus station, [3]_____ left and [4]_____ along Station Road. Take the first [5]_____ left and you are [6]_____ Market Street. Go [7]_____ Market Street and you come to Market Place. The Arts Centre is on your [8]_____.

Task 3
Pairs

Objective: Give directions

Choose a place on the map but don't say what it is. Give your partner directions to find it and tell him/her where to start from. After following the directions, your partner should say the name of the place to confirm the right answer. Then change roles and repeat the task.

Summary

In this unit, you have learnt to:

- describe where things are in your office
- give instructions politely
- ask for and give directions in a town

LIVEWORKSHEETS