

Worksheet 1



Following instructions: lesson plan

Worksheet 2

Task 1

Look at the pictures of different things people do when they are the last person leaving work. What are they doing? Discuss your ideas with a partner.

Match the pictures with the phrases at the bottom.



close / shut the door	close / shut the window	close / shut the gate
switch / turn off the lights	lock the safe	put the answerphone on
sign out	put the money in the safe	set the alarm

Worksheet 3

Task 2

*Listen to the manager giving instructions.
Tick (✓) the instructions the manager gives.*



close / shut the door	close / shut the window	close / shut the gate
switch / turn off the lights		switch / turn off the computers
lock the safe	put the answerphone on	sign out
put the money in the safe		set the alarm

Task 3

Answer the questions. Listen again and check.

1. Where is the key to the safe? _____
2. Which window is often open? _____
3. Why shouldn't you switch the computers off? _____

4. How many times does the phone ring before the answerphone comes on? _____

5. What is the code for the alarm? _____
6. What is next door? _____

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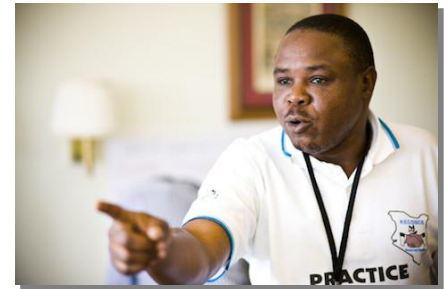
Worksheet 4

Task 4a

Here are some different ways you can check you understand instructions.

Listen to the employee checking instructions.

Tick (✓) the things she does.



Repeat the instructions back

Ask for more information

Ask the person to give the different instructions one by one

Ask questions about the instructions

Act / mime what you think the instruction is

Ask the person to repeat the instructions

Write down the instructions and read them back

Task 4b

Read and listen to the employee checking the instructions.

Write the missing words in the gaps.

Employee: So, **have I got this** _____ – I don't need to switch the computers off?

Supervisor: That's right.

Employee: And **let me** _____ – should I switch the answerphone on or not?

Supervisor: No. You don't need to.

Employee: **Can you tell me** _____ the code for the alarm?

Supervisor: 1973.

Employee: **What's** _____ ? 90-73?

Supervisor: No. 1973 1-9-7-3.

Employee: Thanks. I've got it now. 1973.

