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Asking and Giving Instructions

Objectives:
After completing this lesson you will be able to :
-   ask for instructions
-   give instructions using sequencing, starting out, continuing, and finishing expressions

Task 1

Read the following instructions, then write about other things you can do with a digital camera like changing settings, or taking multiple pictures. Use the language expression like the following examples.

How to Use a Digital Camera?

First you need to put some batteries in your camera.
Then you have to turn on the camera to find out if the batteries work ~~s~~.
After that you take a picture and save it.
When the picture is in the camera then you need to connect the camera to the USB cable, to upload the picture to your computer.
Finally, you can send the picture to your family by e-mail.

                                        by Jennifer (Venezuela)

How to Use a Photocopier

First, you need to turn on the photocopier.
Then you put the face of the paper that you want to copy, on the screen of the copier.
Next, you need to select the paper size and how many copies you want .
After that, you push the start button and the copier starts working.
Finally, you get the papers that you want.

                                        by Pookey (Burma
                                    (Myanmar))

How to Use a Pay Phone

To use a public telephone you must first by a phone card and then you go to where there is a phone booth. If there is someone using the phone you must wait until they finish their call, then you can enter the booth. Put in the card and pick up the receiver. When you hear a sound like wennnnnn you can enter the phone number

How to Transfer Photos & Camera Videos from iPhone to Computer?

Step 1: Download **Tansee iPhone Transfer Photo** free trial version, and then install it. You also need iTunes above 7.3 installed.

Step 2: Connect iPhone to your computer.

Step 3: Launch Tansee iPhone Transfer Photo and all the photos in your iPhone will display automatically, screenshot as follows:

Step 4: Select the photos to be transferred to your computer, the selected file will marked with red border. You can select photos by click on each one, or just drag a rectangle to select a bundle of photos. You can also select all photos by click right button of your mouse or click "File" to choose.
Note: you can only select first 6 photos if you haven't purchase.

Step 5: Click "Copy" button to select output path and start to transfer photos to your computer:

Language Expressions

How to describe a process

When you have to give a series of instructions to make or produce something there are some common, useful and simple language features you can use to sound fluent and natural. In this unit we use the example of how to cook the perfect omelette to demonstrate this.

The imperative

One common feature when describing a process, such as the instructions for how to make a particular dish, is the use of the **imperative.**

The **imperative** form is made by using the bare infinitive of the verb (the infinitive without 'to'). Here are some examples from the programme. The **imperatives** are **in bold**. Note that in these examples there are no grammatical subjects

- "**Use** a minium of four eggs per omelette ...."
- "**Heat** the oil, not too much heat, just **heat** it ... "
- "**Put** just one tablespoon of water, not milk, in with the egg ..."
- "**Mix** the eggs up, just lightly **beat** them with a fork ... "
- "**Pour** that into the hot pan ... "

It is possible to use subjects when describing a process like this. The subject most commonly used is 'you'. For example:

- **You** use a minimum of four eggs ...
- **You** heat the oil ...
- **You** put one tablespoon of water ....

Linking words

When giving a series of instructions it's more natural in speech and writing to join the different instructions together with linking words.

There are many different linking words that can be used to describe a sequence of instructions that are part of a process. Two very simple, but commonly used ones are **and** and **then**. Here are some examples from the omelette instructions.

- ... lightly beat the eggs **then** pour them into the pan ...
- ... Turn the heat down **and then** use your fork ...
- ... **And then** just put a knife underneath **and** flip the omelette over ...

Asking for Instructions

How do you (do this)?
How do I . . . ?
What is the best way to . . . ?
How do I go about it?
What do you suggest?
How do you suggest I proceed?
What is the first step?

Giving Instructions
First, (you) . . .
Then, (you) . . .
Next, (you) . . .
Lastly, (you) . . .

Sequencing
Before you begin, (you should . . .)
The first thing you do is . . . .
I would start by . . .
The best place to begin is . . .
To begin with,

Starting out
After that,
The next step is to . . .
The next thing you do is . . .
Once you've done that, then . . .
When you finish that, then . . .

Continuing
The last step is . . .

The last thing you do is . . .
In the end,
When you've finished,
When you've completed all the steps,

Finishing

Task 2
Imagine that you are going to take a picture. Try to describe each and every step necessary to take a picture. Assume that you are talking to someone who has never used a camera before.

Task 3
Complete the following steps using the appropriate verb from the box.

contact	double-click	Satisfy	follow	look in
connect	look for	Choose	require	open

How to Get Dial-Up Internet Access

The following steps describe how to access the Internet using an Internet service provider (ISP) and a computer modem. Many new computers include software that lets you set up an ISP account and connect to the Internet immediately.

Things You'll Need:

- Modems
- Computers

1. Buy a computer that has a modem or add a modem to your existing computer. Most Internet service providers (a) require at least an Intel 386 processor (or a Macintosh of any vintage) and a 14.4-Kbps modem. Most new computers will easily (b) satisfy these requirements.
2. Make sure your modem is properly installed, and (c) connect it to the near-est phone jack using a phone cord.
3. Look on your computer's desktop for an icon that bears the name of an Internet service provider. If you find one, (d)double click on the icon and (e) follow instructions to install the software and activate your account.
4. If you can't find an icon and you use Windows, (f) open the Start menu and (g) look for Settings, then Control Panel. In the window that appears, double-click the Internet Options control panel. Click the Connections tab, then click the Setup button at the top of the window.
5. On a Mac, (h) choose the Internet Setup Assistant in the Apple menu.
6. If your computer doesn't come with Internet software, (i) look in the yellow pages under 'Internet' for Internet service providers in your area.
7. Look for special offers from large, commercial ISPs on television, in newspapers and in the mail.
8. (j) Contact a provider and request installation software.

9. Once you've received the software, follow the instructions on the pack-age to install the program and set up your account.

*(*By an eHow Contributor *)*