

(Read this direction silently.)

➤ Ask your student to read aloud the vocabulary words. Then, ask your student to read aloud and complete the sentences. Note that your student cannot see the underlined words.

thoroughfare (n.)

outlet (n.)

recap (n.)

owe (v.)

reliable (adj.)

1. Take the thoroughfare upon exiting Highway 45.
2. The traffic officer is waiting at the end of the outlet to assist you.
3. Please give me a recap so I'd know if you were able to get everything right.
4. I owe them an explanation of what has happened in the meeting.
5. You're as reliable as ever, Francis.

(Read this direction silently.)

➤ Read the whole dialogue with your student.

Make sure your student fills in the blanks using the words in Activity 1.

Note that your student cannot see the underlined words.

TUTOR Hello, this is Francis speaking. How can I help you today?

STUDENT Hi, Francis. This is Elizabeth. I'm driving to MMX Convention Center.
Actually, I'm leaving home right now.
Could you give me directions on how to get there?

TUTOR Alright. Take a left turn to Mason Street and drive through the (1) thoroughfare to Massachusetts.

STUDENT How far is it to the venue from my home?

TUTOR It's about 21 miles if you're taking the freeway.
Don't forget to turn right at the end of (2) outlet 25.

STUDENT Okay, a quick (3) recap.
Take the freeway to outlet 25 and turn right.

TUTOR That's right. Continue driving for about three miles,
then turn left at the 6th avenue. The MMX Convention Center is 2 blocks away from
that point.

STUDENT How long does it take to get there?

TUTOR If there's no heavy traffic, you should be there in about 30 minutes.
During rush hour, it might take you 50 minutes.

STUDENT Thank you so much for your help Francis, I (4) owe you one.
You're as (5) reliable as ever.

(Read this direction silently.)

➤ Read aloud the following passage to your student twice. Then, ask the question below.

Please listen carefully as I read a passage.

Giving clear and simple instructions is very important in business.

The success of a task or project depends on how a person leads his team and provides instructions. One of the best ways to provide an effective and efficient set of instructions is by creating an outline. Use of simple words is also imperative to prevent confusion. Encouraging others to ask questions for clarifications will be a great help.

Please answer the following question:

According to the passage, what are the best ways to provide effective and efficient instructions?

(Read this direction silently.)

➤ Ask your student to read the text aloud. Then, ask the question below.

Please read the text.

You are tasked to lead a project which is due in a couple of weeks. Your superior decided to involve people from the other branches such as Korea, Thailand, and Vietnam. You were advised to give the instructions only in English, which isn't the native language of your foreign teammates and you know how difficult it will be to communicate effectively.

Please answer the following question:

How do you deal with the situation?