

Telephoning 09: Giving Directions to the Office

Practice 1 | Useful Expressions

Directions: Listen and repeat.

- Go straight ahead.
- Take a left/right/U turn.
- You will notice/see _____.
- Can you see the _____ up ahead/on your right/on your left/behind you?
- Go (right) past the _____.
- Go straight until you reach _____.
- I'd be glad to.
- It would be my pleasure.
- I'll be there shortly.

Practice 2 | Dialogue

Directions: Read the dialogue aloud with your teacher.

Mrs. Richards is asking the secretary of a law firm how to get to their offices.

Mrs. Richards : Hello, this is Richards on the phone. We've talked yesterday.

Secretary : Hello Mrs. Richards, good to hear from you. How may I help you?

Mrs. Richards : I am trying to get to your office. I know your offices are downtown, so I'm there, close to the mall. Could you give me directions?

Secretary : Certainly, **I'd be glad to. You go right past the mall and take a left on the corner** with the newsstand. **You will notice a big billboard** with a cellphone ad. Are you following?

Mrs. Richards : Yes, so far it's okay.

Secretary : Then just **walk straight** and **take the third right** and you're there.

Mrs. Richards : I got it. Sorry for the trouble.

Secretary : Not at all.

Mrs. Richards : Thanks for your help. **See you in a bit.**

Secretary : I will be here waiting for you at the front desk. See you later.

Check your understanding: Answer the following questions.

1. Why did Mrs. Richards call the office?
2. Where was Mrs. Richards when she called the office?
3. How many turns is Mrs. Richards supposed to make?

Practice 3 | Role-Play

Directions: Have a role-play with your teacher in the following situation.

Situation

Somebody calls to ask for directions to get to your office. Help that person get there.

Expressions:

- It would be my pleasure
- Take a left/right turn.
- You may notice a _____ on the right side
- Walk straight ahead for about 500m.
- Can you see _____?

Practice 4 | Discussion

Directions: Discuss these topics and exchange thoughts with your teacher.

1. Have you ever been asked for directions?
2. Have you ever asked for directions?
3. Do you like helping people out when they are lost?
4. Are you good at giving directions? Do you have good spatial orientation? (spatial orientation: abilities to read maps, memorize directions or getting the right place without losing your way)
5. Do you think women are worse at spatial orientation than men are? Why?