

Giving Directions to the Office



I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

directions

heading down

avenue

subway

floor

blocks

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Amy: Good afternoon, Relix Securities.

Client: Good afternoon, I'm heading down to your office for an appointment with Steve Bernstein, and I'm wondering if someone can give me directions.

Amy: Sure, I'd be happy to. Where are you coming from?

Client: I'm on 85th Street and 3rd Avenue.

Amy: Okay. Our office is at 104 West 29th Street. It's between 6th and 7th Avenue, closer to 6th.

Client: Is there a convenient subway to your office?

Amy: Yes, the 4, 5 and 6 trains go down Lexington Avenue and stop at 28th Street. It's just a few blocks away. You can pick it up at 86th Street and Lexington.

Client: That sounds perfect, thanks very much. What floor are you on?

Amy: We're located on the 11th floor. If you have any problems, just give us a call back and ask for me. My name is Amy.

Client: Thanks, Amy. I'll be there shortly.

Comprehension Check

- 1. What is the client's purpose of calling?
- 2. Where is the office located?
- 3. How will the client get to the office?



I'm wondering if someone can give me directions.	 Can/Could/Would you tell me how to get to ~, please? Can/Could/Would you give me directions to ~, please? Can/Could/Would you give me the address of ~, please? Expressions used when asking for directions
Sure, I'd be happy to.	 Certainly, I'd be glad to. Of course, I can do that. It would be my pleasure.
I'll be there shortly. I'm on (name of the street) Our office is at We're located on the floor.	 See you soon/shortly/then/later/ in a bit. Used when giving directions or when saying where your office is located

IV. Exercises

Exercise A

Choose the correct answer from the box below. Choose one word for each number.

directions	avenue	subway
heading down	block	floor

1 means all the rooms or areas on the same level of a building.
Our office is on the 3rd
2is a statement that tells a person what to do and how to do it: an order or
instruction.
Can you give me to your office?
3 is a wide road in a town or city, typically having trees at regular intervals
along its sides.
Our office can be seen on Jones
4 means an underground electric railroad.
I'll be taking the to Tokyo.
5 means to aim, point, or turn in a certain direction.
I'm to your apartment.
6 is the area bounded by four streets in a town, city or suburb.
The office is on the next

Exercise B

Asking for Directions

Look at the map below. The buildings are not marked on your map, but they are marked on your teacher's map. Ask your teacher how to get to the buildings and mark them on your map. You are at "X".

A. BANK B. POLICE STATION C. CHURCH D. SUPERMARKET



Giving Directions

Look at the map below. The buildings are marked on your map, but they are not marked on your teacher's map. Use a variety of expressions when giving directions to your teacher.

Your teacher is at "X".

A. COFFEE SHOP B. AMUSEMENT PARK C. SCHOOL D. CINEMA

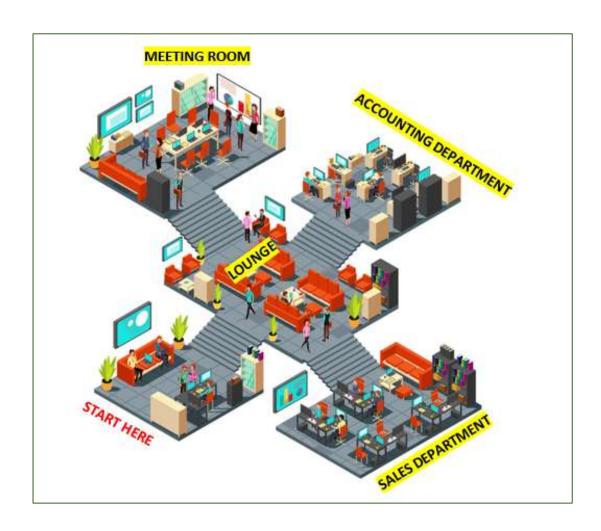


Exercise C

Give your teacher a tour of your workplace. Try to be as detailed as you can when giving him/her directions to each department.

You can talk about the following:

- Things you can see in the office
- Specific areas on each floor
- How to get to the department where you are assigned



4 Roleplay

Your client wants directions to your office. Tell him the easiest way to get there.

