

UNIT 6

# 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 85<sup>th</sup> Street and 3<sup>rd</sup> Avenue.

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

**Client:** Is there a convenient subway to your office?

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

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

**Amy:** We're located on the 11<sup>th</sup> 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?



**Key Points**

<p><b>I'm wondering if someone can give me directions.</b></p>	<ul style="list-style-type: none"> <li>- Can/Could/Would you tell me how to get to ~, please?</li> <li>- Can/Could/Would you give me directions to ~, please?</li> <li>- Can/Could/Would you give me the address of ~, please?</li> </ul> <p>Expressions used when asking for directions</p>
<p><b>Sure, I'd be happy to.</b></p>	<ul style="list-style-type: none"> <li>- Certainly, I'd be glad to.</li> <li>- Of course, I can do that.</li> <li>- It would be my pleasure.</li> </ul>
<p><b>I'll be there shortly. I'm on (name of the street) Our office is at ... We're located on the __ floor.</b></p>	<ul style="list-style-type: none"> <li>- See you soon/shortly/then/later/ in a bit.</li> </ul> <p>Used when giving directions or when saying where your office is located</p>

**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 \_\_\_\_\_.
2. \_\_\_\_\_ is 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



 Roleplay

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

