

UNIT 9

Asking for Instructions



I. Express Yourself



II. Vocabulary

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

commission

sort

format

present

hard copy

III. Conversation Practice

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

Steve: I'm preparing for the commission project report right now, and need to ask you a few questions about it.

Bob: Sure, what do you need?

Steve: First, I want to make sure I'm doing it correctly. Do you want to see the results alphabetically or by commission amount?

Bob: I prefer to see them by the highest commission amount, then sorted alphabetically.

Steve: OK, that's what I've been doing. What about adding more details? Would you also want to see the results sorted monthly?

Bob: Good idea. Yes, that would be very helpful.

Steve: OK, I'll do that. Will you be making a presentation on these results and what format you like it to be in?

Bob: Yes, I have to present it to the executive committee on Thursday. I'd like 12 hard copies and also email the file to me.

Steve: Sure, that's no problem. I can have it to you by Wednesday morning.

Bob: Fantastic.

Steve: Those are all the questions I have, but is there anything else you need?

Bob: No, just this. Thanks very much.

Steve: You're welcome.

 **Comprehension Check**

1. What is Steve preparing for?
2. How does Bob want the results to be sorted?
3. Will Bob make a presentation on the results?
4. When can Steve give the hard copies to Bob?



What do you need?	<ul style="list-style-type: none"> - What are your questions? - What can I do for you? - What is it?
Do you want to see ____?	<ul style="list-style-type: none"> - Would you want to see ____? - Would you like to see ____?
Would you also want to see ___?	This is said after something has been presented.
Email the file	<ul style="list-style-type: none"> - Send the file by email - Send the file electronically

IV. Exercises

Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

commission sort format present hard copy

1. I need to _____ my clothes so that I can find what I want to wear easily.
2. I can get a _____ if I can sell these products.
3. She has to _____ her report to the executives.
4. Paul should have a _____ of this document.
5. The _____ of the presentation was impressive.

 Exercise B

Complete the sentences with your own words by giving examples of what you would likely ask someone at your workplace.

How do I...?

Do you want to....?

Do you know how to...?

How do I go about...?

What is the best way to...?

 Exercise C

“Do you want to...” and “Would you want to...” can be used in asking for instructions like in the conversation above.

Ex. “Do you want to see the results alphabetically...?” and “Would you also want to see the results...?”.

Practice:

1. Your boss wants to have the report today. You don't know what time exactly he wants it. Ask him if he wants it in the afternoon.
Example answer – “Do you want to have the report this afternoon, Sir?”
2. Your manager asks you to meet him tomorrow for a special project. You are not sure where. Ask him if he wants to have the meeting in the conference room.
3. Your supervisor likes your ongoing project very much. However, you don't know when he wants it done. Ask him if he wants it next week.
4. The CEO wants to see the sales report. You are not sure whether he wants the monthly sales report or the annual sales report. Ask him if he wants the monthly sales report.
5. Your teacher gives you homework of writing an essay. You are not sure about the minimum number of words to be written. Ask her if she wants to see an essay with at least 150 words.

 ROLEPLAY

You have to do a presentation of the product to your sales team later. Ask your manager for instructions about anything related to the presentation.

