

Giving Instructions

Instructions can be given in many ways. A list with the imperative form of the verb and words such as "first, "then, "next" is one common way. Continuous text using the present tense form of the verb with *you* and *should* is another common way. Make sure you distinguish between giving instructions - that is, telling someone how to do something - and describing a process - that is describing how something happens.

Mouth-to-mouth artificial respiration

In certain accidents, if the patient's breathing stops, you can save life by using artificial respiration. This means that someone else causes air to enter and leave a person's lungs. First, place the victim face up. Tilt the victim's head back so that the chin is pointing upward. Next, if there is any foreign matter in the victim's mouth, wipe it out quickly with your fingers. Then, with your right-hand thumb, pull the jaw down to clear the tongue from the air passage in the back of the victim's mouth. With your left hand, pinch the nostrils to prevent the air you blow into the victim's mouth from escaping through the nose. Now, place your mouth tightly over the victim's and blow into his or her mouth until you see the chest rise. At this point, remove your mouth and listen to the breath of air that indicates air exchange. Repeat blowing. For an adult, blow vigorously at a rate of about twelve breaths a minute. For a young child, take relatively shallow breaths, at a rate of about twenty a minute.

TASK

1. Highlight all the sequencing expressions in the text.
2. Decide which are the most useful VERBS in the text talking about first aid.
3. Without looking at the complete text, give instructions on how to do artificial respiration.

LANGUAGE

Asking for Instructions

How do you (do this)?

How do I . . . ?

What is the best way to . . . ?

How do you suggest I proceed?

What is the first step?

Giving Instructions

Sequencing

First, (you) . . .

Then, (you) . . .

Next, (you) . . .

Lastly, (you) . . .

Starting out

Before you begin, (you should . . .)

The first thing you do is

I would start by . . .

The best place to begin is . . .

To begin with,

Continuing

After that,

The next step is to . . .

The next thing you do is . . .

Once you've done that, then . . .

When you finish that, then . . .

Finishing

The last step is . . .

The last thing you do is . . .

In the end,

When you've finished,

When you've completed all the steps,

(adapted from: <http://www.uefap.com/speaking/function/instruct.htm>)