

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.

ADULT BASIC LIFE SUPPORT

1. Order the following instructions for resuscitation of an apparently unconscious patient:
 - open the airway using a head tilt chin lift
 - continue until help arrives or the patient shows signs of life
 - ensure personal safety
 - if the victim is unconscious, not moving or not breathing, call 155 (112)
 - shout for help
 - keep the airway open, look, listen and feel on your cheek for normal breathing (an occasional gasp, slow, laboured or noisy breathing is not normal)
 - start CPR immediately. Use a compression-ventilation ration 30:2 (push hard at a rate 100 compressions per minute and breathe in 1s, you should see chest rise)
 - check the victim for a response: gently shake the shoulders and ask loudly: Are you all right?
2. Give the instructions for life support using the phrases below.
3. What is the scheme of resuscitation for infants?

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>)

Describing a process

Describing a process means writing about how something is made or how something happens. Examples: the rainwater cycle, how coffee is grown, how glass is made, starting a business.

WRITING AN ESSAY ABOUT A PROCESS

Your essay should have three paragraphs.

Paragraph 1 introduces the topic. Write two sentences. They should say what you are going to do.

- *In this essay, I will describe how paper is made.*
- *Building a road is a long process, but it can be divided into four main stages.*

Paragraph 2 will explain the process or procedure. This is the longest paragraph.

- *The first stage in making glass is ... In this stage, the sand is cleaned and weighed...Next....After that....In the final stage, the glass is....*

Paragraph 3 is the conclusion. It will summarize your ideas. Write two sentences

- *As I have described, there are many steps involved in supplying water to a city.*
- *Donating blood is a simple procedure, and I encourage everyone to give blood today. It could save your life!*

IMPORTANT!

When writing steps or describing a process, you can use the Active or Passive

- Active: *The farmer sends the milk to the factory.*
- Passive: *The milk is sent to the factory.*



Blood Donations

Do you know someone who has had an accident and has needed blood?

What do you know about donating blood? Have you ever given blood?

TASK 1: With a partner sort out the steps in donating blood.

1. Blood is taken
2. Blood is tested
3. Blood is refrigerated
4. Cuff is put on
5. Needle is inserted
6. Needle taken out
7. Given juice and cookies
8. Rest
9. Donor is given roll of cotton material
10. Blood pressure
11. Details are taken

TASK 2: Describe the process of donating blood using the vocabulary above.

(Adapted from: <http://www.admc.hct.ac.ae/hd1/english.htm>)