

GENERAL ENGLISH

Lesson 10 – ASKING FOR and GIVING DIRECTIONS



Lesson 10 – Asking for and Giving Directions

Introduction



In the course of their work, businesspeople often travel to other people's offices or businesses. And, from time to time they need to find their way around places they have never been.

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Useful Expressions

Asking for Directions

Excuse me ...

*** This is always the most polite way to begin your request for directions***

Would/Could you tell me how to get to ... *Anderson Construction?*

How do I find ... *suite 305?*

What is the best way to get to ... *business office?*

Would/Could you direct me to ... *Ms. Sumidata's office?*

Which way do I go to get to ... *the Nobunaga Building?*



Don't forget to say "Thank you" after someone has given you assistance.

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Useful Expressions



Giving Directions

Go straight

Make a U turn

Turn left

Turn right

Continue on (keep going)

Follow this *hall ... road ... path*

Take the elevator

It's about 150 meters

It's next to ... across from ... opposite ... beside ... between (*two things*)

Cross the ... street ... road ... park ... lobby ... intersection ...

Go past the ...

Walk along...

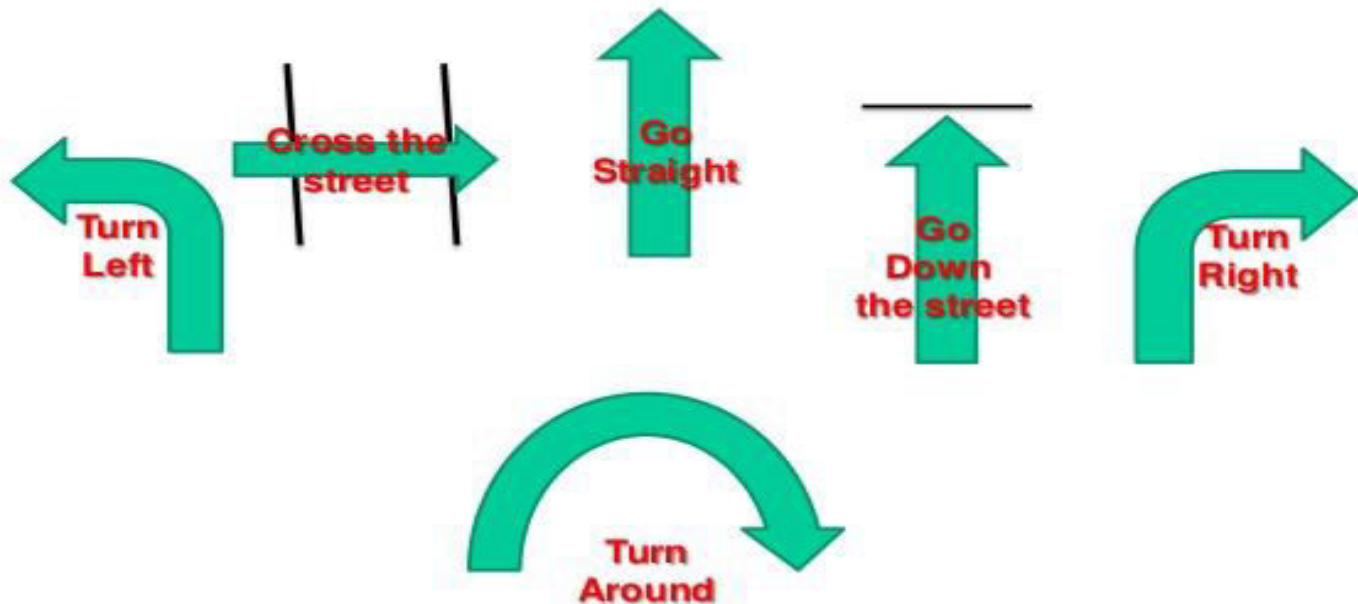
Drive along...

It's on ... the left ... the right ... the third floor ... the corner

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Prepositions

Go straight	Go to	Behind
Right	Left	Beside
On your right	On your left	Next to
Across from	In front of	On the corner of



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Dialogue

Practice the dialogue. Take turns reading the lines.

Dialogue 1

A: Excuse me. Could you tell me how to get to ABC Building?

B: Sure. Go straight down this street for two blocks. Turn left when you get to Maple Street. Stay on Maple for half a block. It's on the left hand side.

Dialogue 2

A: Excuse me, would you please tell the best way to the DFG Building?

B: Certainly, drive along Second Avenue to River Street and turn left. Keep going on River Street and you'll see the courthouse on the right, between the XYZ Building and the post office.

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Study the map.

Exercise



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Exercise

Activity I. Using the map on the previous page, direct your teacher to the locations below. The teacher should carefully trace the directions he is given to see if he really gets where he was told to go.

1. People's Park
2. Building 47 (top right corner of the map)
3. Building 49 (bottom left of the map)
4. Little Acorn Park (bottom of the map)
5. Pardott Gardens (top right of the map)
6. Building 42 (top left of the map)

Activity II. The teacher will provide 3 more locations for the student to direct him to. Carefully trace the directions you are given to see if you really get where you were told to go.

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Sets of Instructions

Giving directions usually consists of two sets of instructions.

First Set

Say “Go to” and tell the listener what street, building, office number, etc – or – how far they need to go.

Second Set

Say “Then” and tell the listener what to do when they get there. (turn left, turn right, it’s on the left, etc.)

Giving even very complicated directions is just a repetition of these two steps.

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Useful Tips

Asking for Directions

- Make sure to ask the person giving directions to repeat and / or slow down.
- In order to help out, repeat each direction the person gives. This will help both you remember the names of streets, turns, etc., as well as help the person giving directions provide clear instructions.

Giving Directions

- Make visual notes while the person describes the route.
- Once the person has given you directions, repeat the entire set of directions again. Here's an example:

Take 2nd right

Go 300 yards

Take 1st left at the stop sign

Go 100 yards the shop is on your left.



The End