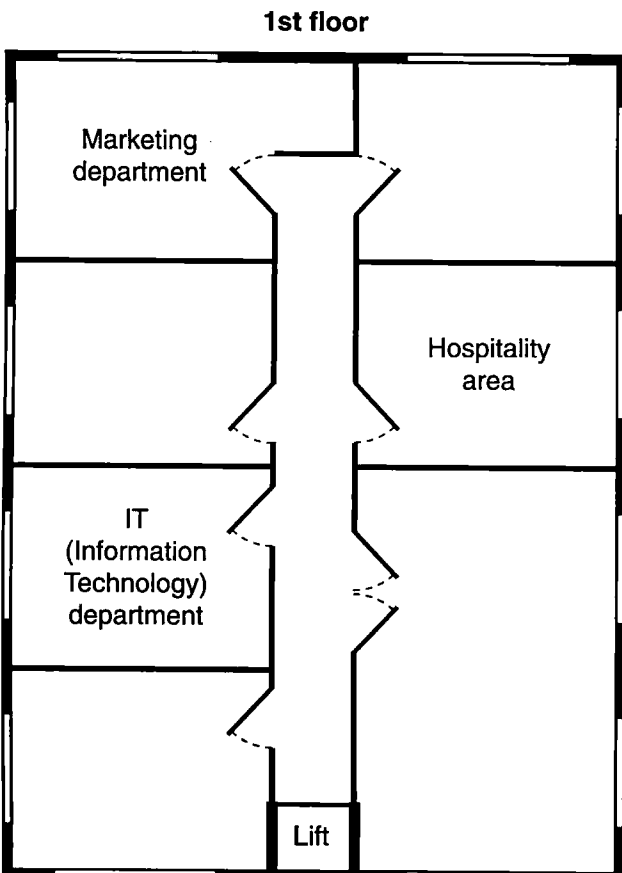
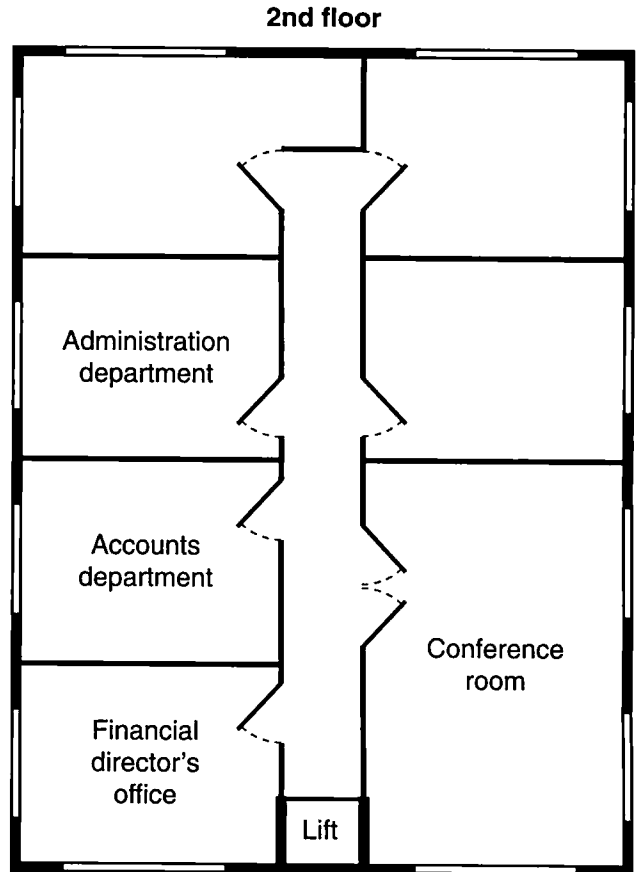


14a Directions

Student A

Places to find

- Personnel department
- PR (Public Relations) department
- President's office
- Purchasing department
- Sales department
- Showroom
- Vice-president's office

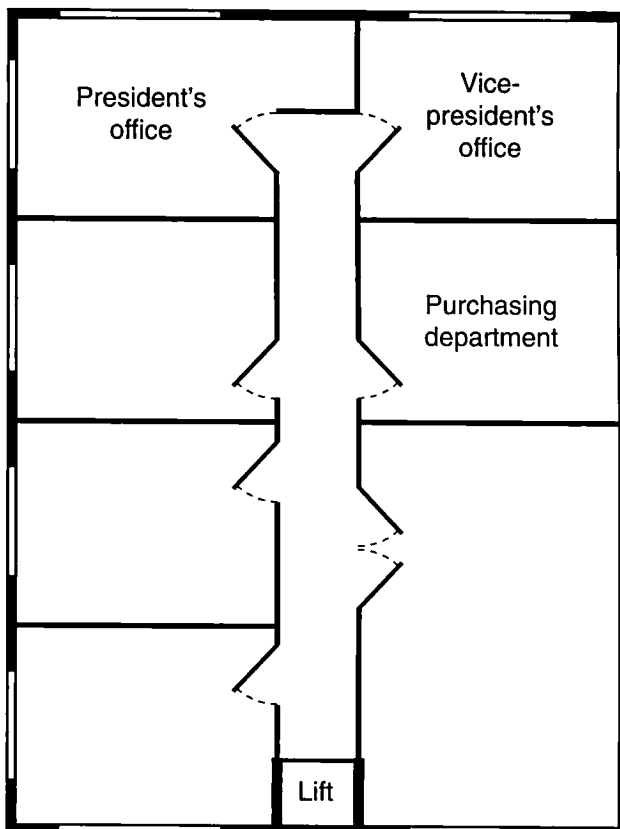


Student B

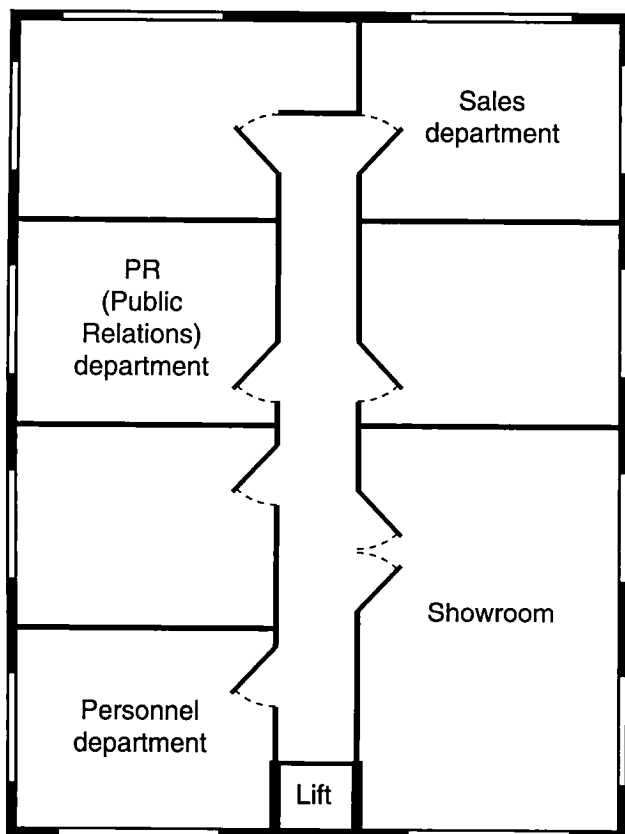
Places to find

- Accounts department
- Administration department
- Conference room
- Financial director's office
- Hospitality area
- IT (Information Technology) department
- Marketing department

2nd floor



1st floor



Teacher's Notes

Directions Worksheets 14a and 14b

Note: Both worksheets are necessary for this activity.

ACTIVITY

Pairwork: speaking

AIM

To ask for and give directions to different offices in a building.

GRAMMAR AND FUNCTIONS

Asking and giving directions

VOCABULARY

department, president, vice president, financial director, accounts, administration, hospitality, IT (information technology), marketing, personnel, PR (public relations), sales, showroom, conference room, purchasing

PREPARATION

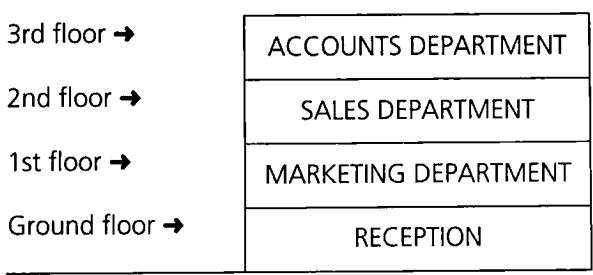
Copy one set of worksheets for each pair of students.

TIME

20 to 30 minutes

PROCEDURE

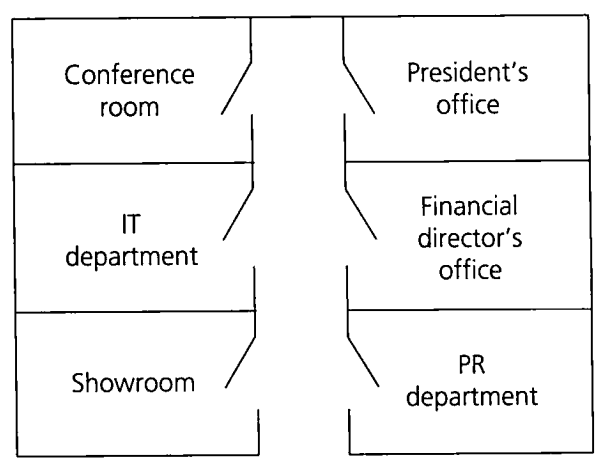
- 1 On the board, write *Company departments*. Below it write *Marketing*.
- 2 Elicit examples of other company departments from the students and write them on the board. Drill for pronunciation if necessary.
- 3 Draw the following on the board:



Substitute the departments in the chart with ones suggested by the students.

- 4 Ask what the chart represents (*a building*).
- 5 Use the chart to cue a drill: *Where's the Marketing department? It's on the first floor.*
- 6 Put the students in pairs to practise the questions and answers from the drill. Allow two or three minutes.
- 7 Clean the board to stop the activity.

8 Draw the following on the board:



- 9 Ask what it is (*a plan*).
- 10 Use the chart to cue a drill: *Where's the PR department? It's the first on the right.*
- 11 Put the students in pairs to practise the questions and answers from the drill. Allow a couple of minutes.
- 12 Clean the board to stop the activity.
- 13 With the students still in pairs, give out the worksheets, one set to each pair.
- 14 Allow a minute or so for checking vocabulary.
- 15 Elicit the fact that the floor plans are incomplete - each one has seven rooms missing.
- 16 Tell them that the missing rooms are the ones in the list on the left of the worksheet, and that each student's partner has the locations of the missing rooms on his or her plan.
- 17 Explain that they have to complete their plans by asking each other questions. Start the activity.
- 18 When most pairs have finished, check the activity by asking a few questions from the front of the class: *Where's the...? Who's in the third on the...?*
- 19 Let the students look at each other's plans for a final check.

FOLLOW-UP

Using the worksheets, students act out conversations between a receptionist and a visitor needing directions. Students give directions to locations in their place of work.