

12 Four easy steps

Aim	To learn how to write simple instructions for a range of activities, both everyday and imaginative.
Preparation	Copy and cut up the handout on page 47 – one per group of 2–4 students.

Introduction (5 minutes)

Come into the class yawning and say you have not been sleeping well and would like some advice on how to get a good night's sleep. Write on the board *How to get to sleep* and ask for suggestions. Write all these down and then say that you'll never remember all that ... so you write a second heading, *Four easy steps to getting to sleep*, and condense what was suggested, using *First ... / Then ... / Next ... / Finally, ...* to show the sequence. For example:
First have a warm bath. Then get into a comfortable bed. Next read an interesting book. Finally, turn out the light and close your eyes.

Presentation (20 minutes)

Divide the class into small groups (two to four students) and give each group the top four sets of easy steps, cut up into twenty pieces and all mixed up. The aim of the activity is to put together the four easy steps to do each activity. Students should be encouraged to find the four titles and then the first three steps that go with each one, using the markers *First ...*, *Then ...* and *Next ...*, and noting the appropriate vocabulary. Once this has been completed, students will see that the fourth easy step is indicated by the word *Finally ...* but has been left blank. They now work together in their groups to write a short and simple final instruction for each activity. Check the answers on the board and the class can choose the best one for each set. (Possible answers: *Finally, put the omelette on a plate and eat it. / Finally, when the person answers, say hello. / Finally, watch your programme and turn off when it's finished. / Finally, get into the shower and wash yourself.*)

Practice (25 minutes)

Tell the class that now that they know how to write instructions you are going to move on from everyday activities to things that are really worth knowing! Say that you would like to know how to win the lottery, become a film star, see a ghost, etc.
Ask the class what they would like to know how to do and write these on the board. Try to get a good selection. (Ideas could include: how to pass exams / how to have lots of friends / how to appear on television / how to become president / how to have nice dreams / how to be very fit / how to look smart / how to impress people / how to win at cards / how to avoid doing any washing up, etc.)
Students now go back into their groups to choose two of these activities (or make up two of their own) and work together to write four easy steps to achieving them. Distribute the remaining two tables on the handout for them to fill in and circulate to give help where necessary.

Conclusion (5 minutes)

When the groups are ready, a spokesperson reads out the four easy steps and the rest of the class tries to guess what these steps are leading to. Comment can also be elicited as to how useful they are!

Homework

Students can write up one or two of their favourite ideas and perhaps add: *Four easy steps to good English.*



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Four easy steps to making an omelette

First buy some eggs.

Then go into the kitchen.

Next cook the eggs.

Finally,

Four easy steps to watching television

First turn on the television.

Then choose an interesting programme.

Next sit down in a comfortable chair.

Finally,

Four easy steps to making a phone call

First decide who to phone.

Then pick up the receiver.

Next dial the number.

Finally,

Four easy steps to having a shower

First go into the bathroom.

Then get a towel and soap.

Next turn on the water.

Finally,

Four easy steps to

First

Then

Next

Finally,

Four easy steps to

First

Then

Next

Finally,