

# Spoken English

## The art of giving instructions

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You are an expert chef and your food preparation is the talk of the town. At a social gathering, one evening, you are approached by an expat for instructions for your recipes. How will you utilize your [English speaking skills](#) to give instructions to your listener? Giving instructions for doing an activity requires [clear and concise English](#). You should be clear enough for your listener to understand the details in the first instance. Knowing some of the common words used to give out instructions will go a long way in improving your communication skills while giving out instructions.



### Things To Remember When Giving Instructions:

#### 1. Proper grammar

The sentences that you speak should be grammatically correct and accurate. If you use incorrect sentences, it can even change the meaning of your instructions. Consider giving instructions as an activity that gives valuable practice in grammar preparation. [A strong foundation in grammar](#) is vital for fluent English speaking skills.

#### 2. Ask to note down

Request your listener to take notes of your instructions. This will save both of you time and effort. Taking notes also helps in improving retention. You should improve your [English vocabulary](#) for asking listeners to take effective notes.

#### 3. Practice

Giving instructions can take many forms. It can be in the form of helping someone out in a study subject, in times of difficulty, etc. For this, you should have a habit of helping others. Make helping others a second habit for you and you will automatically be able to practice giving instructions. Consistent practice is instrumental in learning any new language.



## Methods Of Giving Instructions:

There are two main methods for giving instructions:

### 1. Number linking

This method is useful when giving out short instructions. You can use words such as firstly, secondly, thirdly and then finally. Usually, the last line in any instructions will end in 'finally' or 'in the end' instead of a number.

#### Example:

1. In the first step.
2. Followed by the second step.
3. The third step involves
4. As a final step.
5. At last.

### 2. Linking words

You can use the sample linking words while giving instructions.

1. The first thing is to.
2. You can begin with.
3. You can start with.
4. And then.
5. Following this.
6. When this is done, you can start with.
7. While this is happening, you can start with/wait for.

#### Practice:

Fill in the blanks in the below instruction dialogs:

1. \_\_\_\_\_ cut as many slices of tomatoes you need.
2. \_\_\_\_\_ the bacon is grilling; break 2 eggs in to a glass bowl.
3. \_\_\_\_\_ dip the bacon into the bowl of milk.
4. \_\_\_\_\_ heat some vegetables in a frying pan.
5. \_\_\_\_\_ add about 2 glasses of water.



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**- By Shailja Varma**

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