

Unit 3

It's really easy!

- Giving directions
- Following instructions
- Writing a short manual

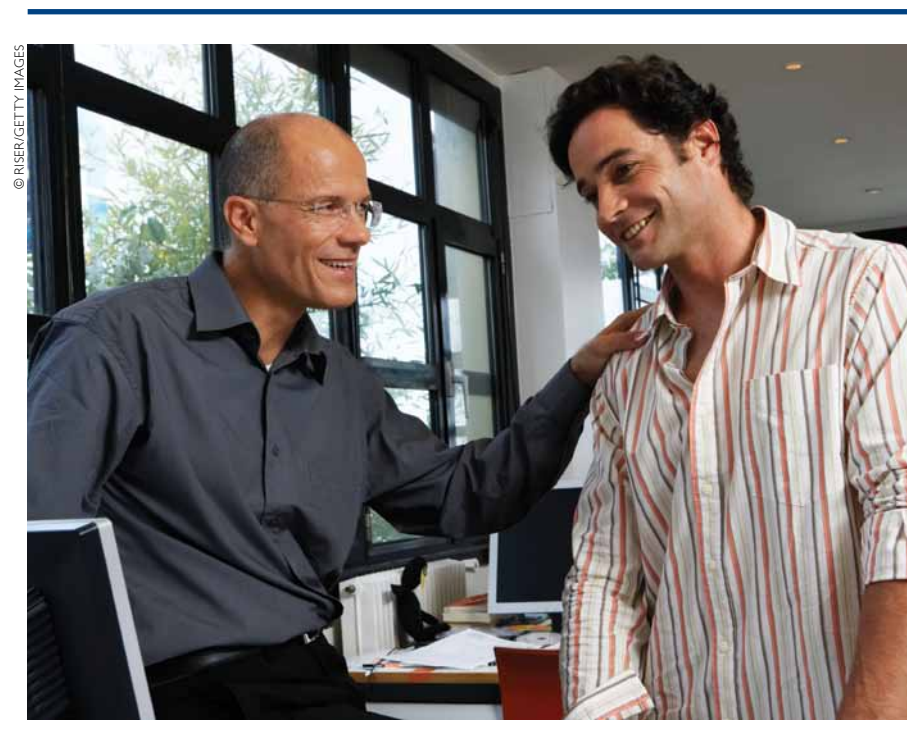
FIRST MOVE

1. Find the pictures for the six objects.

- a) printer
- b) memory stick
- c) desktop computer
- d) cell-phone
- e) netbook

2. Point to an object. Your partner says its name.

© ILUSTRAÇÕES SHUTTERSTOCK



2. Discuss the sentences with another student. Are they true or false?
- a) The laptops are on the first floor.
 - b) The picture kiosk is complicated to use.
 - c) There is just one frame option.
 - d) The printing is fast.

Presentation

First day on the job

1. It's Alberto's first day on the job at Computer Wiz store. He is talking to his new boss, Mr. Bennet. Listen to their conversation.
- Mr. Bennet:** Hello. You must be Alberto. I'm Joe Bennet, the store manager.
- Alberto:** Oh, Hello, Mr. Bennet. I'm glad to meet you.
- Mr. Bennet:** Same here. Please call me Joe. Let me show you the store. Well, we keep the laptops, netbooks and desktops on the first floor.
- Alberto:** And where are the cameras?
- Mr. Bennet:** They're on the second floor. Oh, by the way, let me show you our picture Kiosk. It's really easy to use. First, turn on the kiosk and insert the memory stick. Then open the image files.
- Alberto:** Right.
- Mr. Bennet:** After that, select the pictures and the size of the prints.
- Alberto:** Select the pictures and size? What's next?
- Mr. Bennet:** Next choose the frame. There are many different frames. Finally, press start. The print is ready in one minute.
- Alberto:** Wow! That's really quick!
- Mr. Bennet:** It sure is. Our clients love it!

GRAMMAR



Instructions and sentence markers

1. Study the sentences in the box

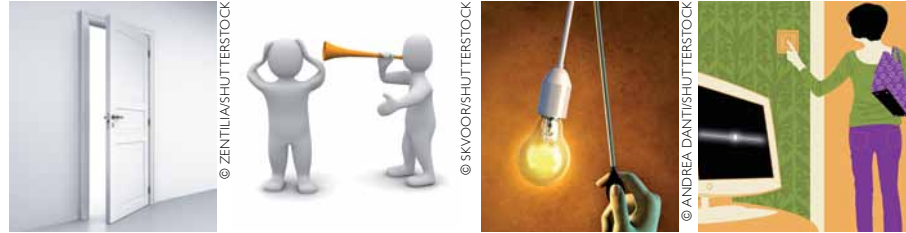
INSTRUCTIONS

Please **call** me Joe.
Turn on the kiosk and insert the memory stick.
Open your image files.
Select the pictures.
Choose the frame.
Press start.

2. Use the verbs in exercise 1 to complete the sentences. Write the answers in your notebook.
- a) In the elevator the button to the second floor.
 - b) There are two computers in the computer store. one.
 - c) your computer and navigate the Internet.





- d) Please get the remote control and  the channel you prefer .
- e) We are late.  Mary, please.

3. Study the pictures. Repeat them after your teacher.



Open the door Turn down the volume Turn on the light Turn off the light

4. Complete the sentences using the phrases in the pictures. Write the answers in your notebook.

- a) It's too hot in the room. Please .
- b) The TV is too loud. Please .
- c) It's late. It's time to go to bed. Please .
- d) It's too dark in the room. Please .

VOCABULARY

1. Look at the verb-noun collocations.

| | Turn on/ off | Turn down | Open/ close | Hand me |
|-----------------------|-----------------|--------------|----------------|---------|
| The laptop | ✓ | | ✓ | ✓ |
| The light | ✓ | ✓ | | |
| The tv | ✓ | ✓ | | |
| The cell-phone | ✓ | | | ✓ |
| The stereo | ✓ | ✓ | | |
| The book | | | ✓ | ✓ |

CONVERSATION I

1. Practice instructions with a colleague. Use the objects in the classroom.

Student A gives the instructions.

Ex: Please open the book; please hand me your watch; please turn off the light...

Student B follows the instructions.

Then reverse roles.

2. Read the following signs with a partner. Which do you like the best?



TIP
For negative instructions, we use "Don't".

3. Study the pictures and the instructions. Repeat them after your teacher.



4. Let's move!

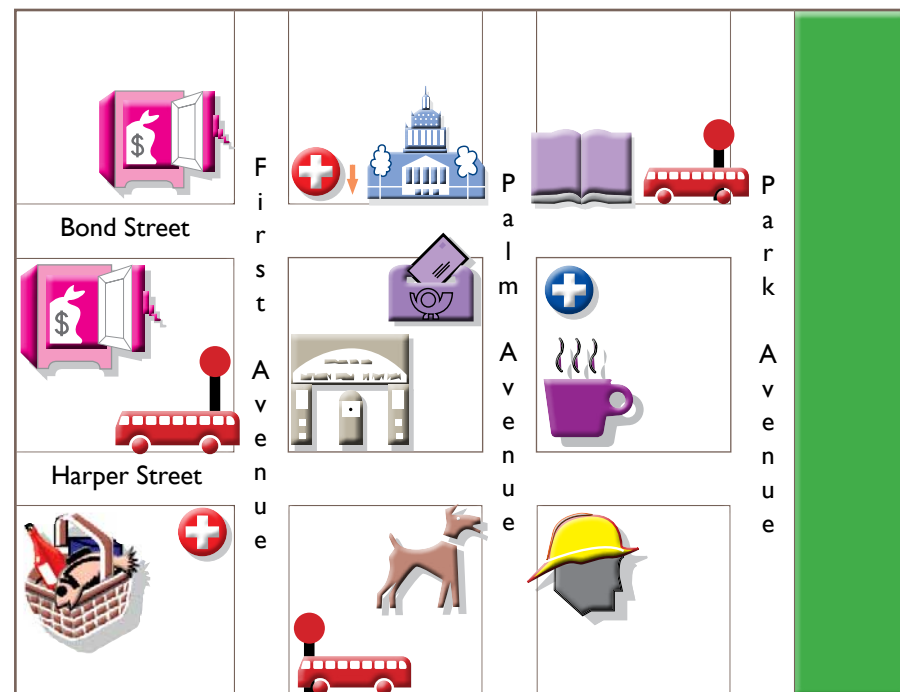
Student A reads one of the instructions above.

Student B stands up and follows the instruction.

Then reverse roles.

VOCABULARY

1. Study the map of Sunset town.



- Banks
- Pet shop
- Drugstores
- Cinema
- Library
- Coffee shop
- Hospital
- Supermarket
- Park
- Fire station
- Mail
- Museum
- Bus stops

| | | |
|---------------------|------------------|--------------------------------|
| The hospital is | across from | the supermarket. |
| The coffee shop is | next to | the fire station. |
| The pet shop is | on the corner of | Harper Street & Palm Avenue. |
| The museum is | between | the drugstore and the library. |
| The cinema is | behind | the mall. |
| You are | in front of | the museum. |
| There is a bus stop | near | the supermarket. |

2. You are new in Sunset town. You are standing in the place indicated by the icon (↓). Study these directions, according to the map in the previous exercise:

- to get to the **supermarket**, you need to **go past** the library and **cross** Palm Street. The supermarket is on the corner.
- to get to the **coffee shop**, you need to **go past** the library and **turn right** on Palm Avenue. Then, **go down** for one block and **turn left** on Harper Street. The coffee shop is on the corner.
- to get to the bank, you just have to **go past** the drugstore and **cross** First Avenue. There are two banks **at the beginning** of Baker Street: one **to your right** and another **to your left**.
- to get to the **park**, **cross** Palm street, **walk for** one block and **cross** Park Avenue. The park is **at the end of** Baker Street.

3. Look at the map of Sunset town again. Are these sentences true or false?

- a) The library is next to the museum.
- b) There isn't a bus stop near the bank.
- c) The pet shop is across from the coffee shop.
- d) There are two drugstores on the corner of Harper Street.
- e) You are not near the mall.

CONVERSATION 2

You are a tourist visiting Sunset town for the first time. You are standing in front of the museum, as indicated in the map.

You are Student A.
 Student B lives in *Sunset Town*.
 Student A asks directions for:

- **the fire station.**
- **the hospital.**
- **Harper Street.**

Follow the model:

STUDENT A
 Excuse-me. How do I get to...?

STUDENT B
 Go... / Turn... / Walk...

Useful language: Go straight ahead / Walk **for** 3 blocks / Turn right **on** ... Street. Go up/down ... Street / Then/After that/Next.

4. Pair work. Choose a place on the map in exercise 1. Ask your partner how to get there.

READING

1. Read the instructions. How many verbs are used?

Automated teller machine

How to withdraw money from an **ATM**

First, insert your bank card.
Then, enter your PIN.
(personal information number)
Next, click on 'withdrawal'.
Finally, take out the money.
Don't forget your bankcard inside the machine!



2. What words are used to show the order of the instructions?

WRITING

1. The instructions below are in the wrong order. Using the words: *first*, *then*, *next* and *finally*, put them in the correct order and re-write them.

How to use a photocopier

Pick up your copy.
Put the document on the top.
Turn on the photocopier.
Press the start button.
Turn off the photocopier.



LISTENING AND PRONOUNCING

Vowel sounds and sentence stress

1. The table presents eight different vowel sounds in American English. The words in each column (A-H) have the same vowel sound. Listen to the words in each column and repeat them after your teacher.

| A | B | C | D | E | F | G | H |
|-------|-------|-----|--------|------|-------|--------|-------|
| eat | is | red | at | love | bird | school | book |
| these | rich | end | matter | up | word | true | would |
| key | since | get | ask | but | her | group | put |
| be | live | men | stamp | fun | learn | blue | look |
| deep | big | ten | bad | some | verse | too | push |

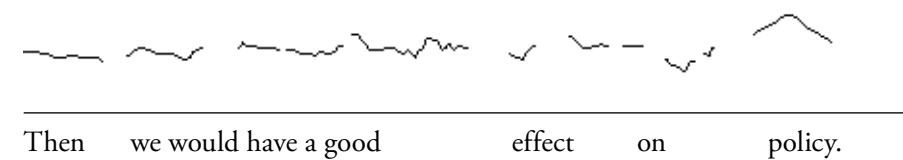
Note: The vowels in columns **A** and **G** are produced with a high degree of tenseness (tense muscles and tongue) and the vowels in columns **B** and **H** are produced in a relaxed way (relaxed muscles and tongue). That is the main difference between these pairs of sounds. The vowel sound in column **D** is more open (lowered jaw and tongue) than the vowel sound in column **C**.
For more information on the sounds of English please check <http://www.uiowa.edu/~acadtech/phonetics/>

2. Read the two sentences below.

- a) Ken seems cool.
- b) Pat did a good work.

3. Identify the column (A-H) that each of the eight words in exercise 2 belongs to. Discuss your answers with a partner.

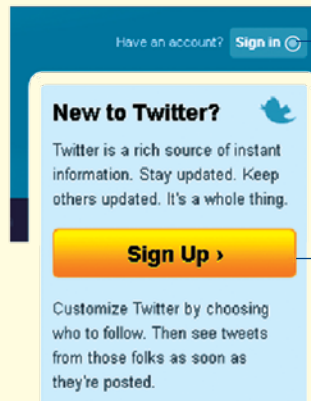
4. The sentence below was produced by Dr. Thomas Eugene Lovejoy III (Roda Viva n. 1494). As you listen to it, follow the intonation contour (on top), which corresponds to the rising and falling of the voice. Identify the prominent (stressed) words.



VOCABULARY EXPANSION

Computer instructions

I. Look at the pictures and the instructions



Sign in: to record your or someone else's arrival by signing a register. Here, you are a participant already!

Sign up: to agree to be a participant by signing one's name; to enlist.



Sign out: to record your or someone else's departure by signing a register.



Log on / log in: to enter a computer by typing a personal code (password).



Shut down: to turn off a computer.



Log out / log off: to exit a computer.



Print out: to make a copy of something from a computer or word processor.



Scroll up / scroll down: to move gradually to the top / bottom of text or graphics.

2. Fill in the gaps with one of the verbs above. Please use your notebook.

- To check your e-mail, you must first with your ID and password. When you are done, don't forget to , especially if you are using a shared computer.
- Please until you find the search box, and then type in your question.
- If you are leaving for the day, your computer.
- You don't have Orkut? , it's really easy!
- Please a copy of your essay and give it to the teacher.
- Don't ! I need to use the computer, if you don't mind.
- "Attention, students! your computers now! The password for this group is "1234abc".

