



## Listening to instructions and making links

When we listen to instructions, we aim to pick up two things:

- the important points
- the right order, or sequence

### Listening to instructions face to face

When someone gives you face-to-face instructions you can check back to see if you've understood correctly. For example:

Person A: "Decide what you would need to say and say it in a short, simple sentence, with everyday words."

Person B: "**So ... use simple sentences and words?**"

Person A: "Yes, that's right."

At the end of the instructions, it's a good idea to go through the important points again to make sure you've understood them in the right order. This puts right any misunderstandings and helps you remember them. We often do this with directions:

Person A: "Go straight down here, past the Green Man on the right and when you get to the roundabout take the first exit."

Person B: "**So ... past the Green Man on the right, first exit at the roundabout.**"

Person A: "That's it."

### Listening to instructions in a group

This can be more **formal**. You might need to wait until the end of the instructions to ask questions.

### Linking words and phrases

Different stages in a set of instructions are often marked out by certain words or phrases. These **linking words** can help you work out what stage the instructions are at. Some examples are:

- first of all...
- there are three things to note...
- don't forget...
- as well as...

To help enforce the instructions, the instructor might repeat the same point using different words.

NOTE: When a person tells you how to do something, they might not go through the steps in order. Something might occur to them halfway through explaining what to do and they may add an important point out of sequence.