

Deciding what's relevant

First have look at the factsheet **Sticking to the point** for some tips on giving an explanation.

Your aunt is visiting you for a couple of weeks. She's not sure how to use your washing machine and asks you to explain. What do you think would be the main points when explaining how to use the washing machine?

Circle the points you think are most relevant - one example has been done for you, can you find four more?

We've had the machine for ten years	It takes about an hour	We had the machine serviced last year
	Check the labels for recommended temperature	Remember to separate the whites from the coloureds
We bought the machine from the shop on the high street	It's very noisy	This is how to select the programme
	We use the machine every couple of days	The detergent and conditioner are cheaper at the supermarket
Put the detergent in this drawer	The cold water supply is at the back	

Now think of a situation where you might have to explain how to use something else - it might be a piece of equipment you use at work or home.

Make a list of the **main points** you should include in your explanation:



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Now practise by giving your explanation to a friend. Ask your friend if your explanation was clear.