



# CAPACITARTE

*Es ser líder de tu vida*



## EJERCITACIÓN MÓDULO 1 – Clase 5

### 1. Giving Instructions

1.1 Have you ever done these things?



1 - Used a wallpaper stripper



2- Laid a garden patio



3 – Hypnotized someone

1.2 Read the text below. Discuss why you need these things to lay a patio. Analyze the vocabulary and expressions given to describe instructions.

- a) Make sure the corners are square
- b) Excavate to a depth of 12 cm.
- c) Slope downwards away from the house

Before you begin, get some wooden stakes and string and mark out the area. Make sure you keep the corners square or else you could hit problems when you come to lay the slabs. Once you've marked it out, you need to excavate to a depth of about 12 cm: that's 8 cm for the gravel and 4 cm for the concrete slabs or paving stones. It's important to slope downwards away from the house, otherwise the rainwater won't drain off. Aim for a slope of about 5 mm for every metre. Then you can start laying the gravel.

### 2. Sequencers

2.1 As you can see on the text above, when you give instructions, we generally use Sequencers

#### Sequencing

Before you begin ... First ... Then.... Next... After that...	We often use these words and phrases to indicate the order we need to do things
When	Indicates one action immediately follows another. <i>When the water's hot enough, the light comes on.</i>

Once	Suggests one action has to be completed before another can happen. <i>Once you've marked out the area, you can start excavating.</i>
------	---

## 2.2 Read the following text about using a wallpaper stripper

First, fill the tank with water. Distilled water's best, but it's not essential. Next, switch the machine on and wait a few minutes. When the water's hot enough, the light comes on. After that, you just have to hold the machine against the wall. You'll see the wallpaper darken as it gets wet and then you can start to scrape. The plate gets very hot, so be careful, not to touch it or you'll burn yourself. It's best to work downwards and to work one strip at a time.

## 2.3 Are the following items necessary, advisable or things you shouldn't do. Complete the table. Analyze the vocabulary and expressions given to describe instructions.

1. Fill the tank with water
2. Use distilled water
3. Wait a few minutes
4. Start before the light goes on
5. Touch the plate to see if it's hot
6. Work downwards

Necessary	Advisable but not necessary	Things you shouldn't do
1		

## Explaining why

Otherwise... or else	We often use these words to give warnings <i>Slope it downwards. Otherwise the rain water won't run off.</i> <i>Make sure you keep the corners square, or else you could hit problems later.</i>
----------------------	--

## 2.4 Suggest suitable endings for these sentences.

1. Wait for the drill to be cool before you remove it. Otherwise....

2. Don't forget to wrap the parts in bubble wrap before you send them, or else...
3. Make sure the machine is unplugged before you take the cover off, or else...
4. It's important to sterilize the instruments before you use them. Otherwise...
5. Before you switch the lathe on, make sure there's enough coolant, or else...
6. Don't forget to switch off the pump before you disconnect the pipe. Otherwise...
7. It's important to write your password down somewhere safe, or else...
8. Make sure you press the 'save' key before you close the file. Otherwise...

### Simultaneous Actions

Language	<ul style="list-style-type: none"> <li>• <b>Simultaneously, hold</b> the component and turn the board over.</li> <li>• <b>Hold</b> the component, <b>and at the same time</b> turn the board over.</li> <li>• <b>At the same time as you're holding</b> the component, turn the board over.</li> <li>• <b>While holding</b> the component, turn the board over</li> <li>• <b>As you're holding</b> the component, turn the board over.</li> </ul>
----------	---

2.5 Combine each note into a single sentence, using a variety of forms from the language box above. The two actions in orange in each note happen simultaneously.

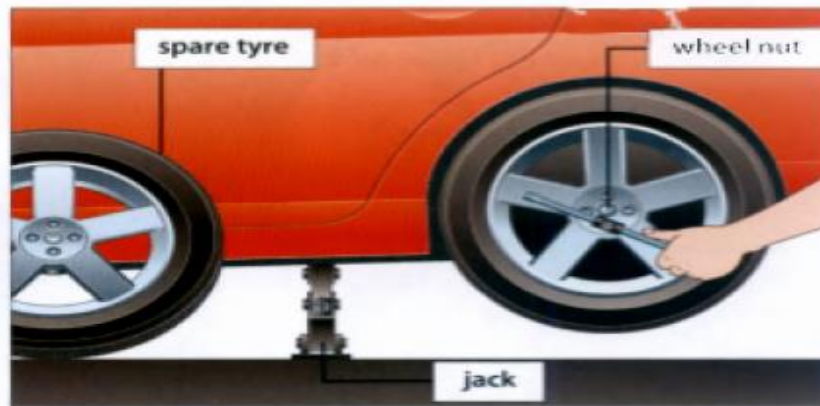
Example: 1. To take a sharp photo, first adjust the focus and then, while holding your breath, gently press the button.

1	To take a sharp photo	Adjust focus + <b>hold breath</b> + <b>gently press button</b>
2	To save a file	Press CTRL key + <b>hold it down</b> + <b>press S key</b> + release keys
3	To paint a car panel	Shake paint can + <b>press button</b> + <b>spray smoothly over panel</b>
4	To change gear	Press clutch pedal + <b>hold down pedal</b> + <b>move gear level into position</b> + release pedal
5	To 'tin' a soldering iron	<b>Heat up iron</b> + <b>cover whole tip with molten solder</b>
6	To solder a joint	Touch joint with hot soldering iron + <b>apply heat to joint</b> + <b>feed solder to joint</b> + continue until solder melted on joint

2.6 Think of a practical task that you know how to do well. For example:

- a) Changing a flat tyre
- b) Hanging a roll of wallpaper
- c) Replacing a broken tile
- d) Repairing a leaking tap
- e) Deleting a computer program and installing a new one.
- f) Making a cup of tea
- g) Sending a text message from your mobile phone.
- h) Something else (your choice)

Prepare to instruct some other person on how to do it. Think about the order they need to do things and any problems they might encounter.



## RESPUESTAS

1.1 Have you ever done these things? Free answer

1.2 1.1 Read the text below. Discuss why you need these things to lay a patio. Analyze the vocabulary and expressions given to describe instructions.

- a) Make sure the corners are square Because you could hit problems when laying the slabs
- b) Excavate to a depth of 12 cm. To leave space for the gravel and the concrete slabs.
- c) Slope downwards away from the house. To allow rainwater to drain off.

2.3 Are the following items necessary, advisable or things you shouldn't do. Complete the table. Analyze the vocabulary and expressions given to describe instructions.

1. Fill the tank with water
2. Use distilled water
3. Wait a few minutes
4. Start before the light goes on
5. Touch the plate to see if it's hot
6. Work downwards

Necessary	Advisable but not necessary	Things you shouldn't do
1, 3, 6	2	4, 5

2.4 Suggest suitable endings for these sentences.

1. Wait for the drill to be cool before you remove it. Otherwise you can get burnt
2. Don't forget to wrap the parts in bubble wrap before you send them, or else the parts can get broken in the delivery process.
3. Make sure the machine is unplugged before you take the cover off, or else the machine may be on and running so you can get hurt.
4. It's important to sterilize the instruments before you use them. Otherwise patients can get infected by virus or bacteria

5. Before you switch the lathe on, make sure there's enough coolant, or else the lathe cannot work well and may damage
6. Don't forget to switch off the pump before you disconnect the pipe. Otherwise water can drain off
7. It's important to write your password down somewhere safe, or else you may forget it and lose access
8. Make sure you press the 'save' key before you close the file. Otherwise you'll lose the file information

2.5 Combine each note into a single sentence, using a variety of forms from the language box above. The two actions in orange in each note happen simultaneously.

Example: 1. To take a sharp photo, first adjust the focus and then, while holding your breath, gently press the button.

2. To save a file, press CTRL key, then hold it down and at the same time press S key. Finally, release keys.

3. To paint a car panel, first shake the paint can. As you're pressing the button, spray smoothly over.

4. To change gear, you need to press the clutch pedal. At the same time you are holding down the pedal, you move the gear level into position. Then release the pedal.

5. To tin a soldering iron, heat up the iron and at the same time, cover the whole tip with molten solder.

6. To solder a joint, touch the joint with hot soldering iron. Simultaneously, apply heat to the joint and feed solder to the joint. Continue until solder is melted on the joint.

2.6 Think of a practical task that you know how to do well. For example:

- a) Changing a flat tire
- b) Hanging a roll of wallpaper
- c) Replacing a broken tile
- d) Repairing a leaking tap
- e) Deleting a computer program and installing a new one.
- f) Making a cup of tea
- g) Sending a text message from your mobile phone.

h) Something else (your choice)

*Prepare to instruct some other person on how to do it. Think about the order they need to do things and any problems they might encounter.*

Possible answer

How to repair a leaking tap

First, turn off the water to the tap. Look in the cabinet under the sink for knobs to stop the water. If not there, go and look in the basement. Turn the water off and then open the faucet to relieve the water pressure.

It is important to identify if you have a ceramic or a washer faucet. If it's a traditional faucet with a hot water tap and a cold water tap that turn clockwise or counterclockwise, you likely have a washer facet. If your faucet has a lever that you pull up and swivel for hot or cold, you have a ceramic faucet. Once you have done so, remove the faucet cover. There will likely be a plastic cover on the top of a tap which can be pried loose with a flat head screwdriver. Underneath you'll find screws. Be careful when you remove them and remember which order you took them out from.

Washer faucets will require a crescent wrench to remove, keep removing visible screws and nuts until you end up locating black rubber washers. The washers may appear flat secured with a centre screw, or like a doughnut around a copper cylinder. Washers are very inexpensive, so save yourself some trouble, and take all of the washers and any large parts that you remove to a hardware store and ask for assistance finding the correct replacement washers, by matching your old washers to the new. Then replace the worn washers with the new ones. To remove the old ones it may be necessary/easier to simply cut away the old rubber. Carefully reassemble the faucet by using an adjustable spanner. Finally, turn on the water to the tap and then try the tap out. It should move easily and be leak free.