



Exercise 9.1

Giving the right directions

In each situation presented below, choose the expression that will allow you to give the right directions.



1. A: How do I get to your office? Right now, I'm at the corner of McGill and Pickles.
B: First, turn right and keep going straight until you reach the bridge, and then go (through / over / up) over the bridge. Our office is about two blocks further.
2. A: Can you direct me to the drugstore please?
B: The drugstore you're looking for is next to the bank. When you reach the bank, (walk past / walk above / you will see) you will see the drugstore on your left.
3. A: Can you show me the way to the parking lot, please?
B: The parking lot is behind the building. Just drive (around / into / against) around the building and you will see the entrance to the parking facilities on your right.
4. A: I think I am lost ... I am trying to get to the supply room. Can you help me?
B: You're on the second floor right now. The supply room is on the ground floor. So just go (down the hall / upstairs / downstairs) downstairs.
5. A: There is this article I am looking for, article 32, but it seems you might not have it in your repertory. Where can I find it?
B: Go to page 9. You will find article 32 (at the bottom of / below / under) at the bottom of the page.



Exercise 9.2

Giving the right direction

1. Use the expressions learned in the lists previously studied to help you ask for directions in the situations below.
 - a. You have to meet a friend downtown at Rosie's Bistro. The bus drops you off a couple of blocks away from the bistro. Ask for directions to Rosie's Bistro.
Could you tell me how to get to Rosie's Bistro, please?
 - b. It's your first day at work. You have to photocopy some documents, but you're unsure where the photocopier is. Ask someone to tell you where to find it.
I'm looking for the photocopier. Could you tell me where it is?
 - c. You're a secretary in the Solvency Department. You need to deliver some legal papers to a lawyer in the Legal Department, which has recently been relocated to another floor. Phone this lawyer and ask for directions to their office.
Could you tell me how to get to your office, please?



Exercise 9.3

Identifying vocabulary used for giving directions

1. In the dialogues below, underline the elements as indicated.

Dialogue a.: imperative verbs

Dialogue b.: general vocabulary related to space and directions

Dialogue c.: the sentence used for validating information

Dialogue d.: imperative verbs, all vocabulary related to directions and sentences used for validating information



Audio 9G

Dialogue a.

A: Could you tell me where the washrooms are, please?

B: Yes, of course Mrs. O'Hara. To get to the washroom, just go down the hall. When you reach the end of the hall, turn left. Were you able to understand, Madam?

Dialogue b.

A: Could you give me directions to your office, please?

B: To get to our office, go across the Pierre Laporte Bridge. Then turn right on Laurier Boulevard. You'll see a chain of hotels. Go past all these hotels. Keep going till you see the hospital on your right. Our offices are in the building just across from the hospital. Park your car in the underground parking. Take the elevator to the 10th floor.

A: Thank you.

Dialogue c.

A: Is there an Italian restaurant around here?

B: Yes, Romeo's Pasta Bar is within walking distance from here.

A: Could you tell me how to get there, please?

B: Certainly. Romeo's is just around the block, right next to the medical clinic.

A: Right, I think I've got it.

B: You can't miss it. It's between the medical clinic and the recreation centre.

A: Okay, thank you.

Dialogue d.

A: How do I get to the train station?

B: Just drive down Wheeler Boulevard until you reach the Young Street exit. Turn right on Young Street and go straight ahead until you get to the cathedral. You'll see the train station right across from the cathedral. When you go into the station, the ticket counter will be on your left. Have you got that?

A: I think so.

 **Exercise 9.4** Giving the right directions

1. Read the scenarios below, then write the directions you would give according to the situation. Use the vocabulary previously studied in this chapter, if necessary.

- a. You are working at the front desk. Mr. and Mrs. Wainwright come in. Mr. Wainwright explains that they are meeting Alan in Room 204. This is the conference room. Give them directions to Room 204.

Go to the end of the hall and you will see the conference room on your right.

- b. Before heading towards the conference room, Mrs. Wainwright asks where the washrooms are. Explain to her how to get there.

Again, at the end of the hall, you will see a small corridor on your left. Go down that corridor, go past the water cooler. You will come to another corridor. The washroom will be just in front of you.

- c. Mildred Mathews, from Unimax Realty in Montreal, arrives for her meeting with Mark, but he is with the director just now. Give her directions to the meeting room.

Go down to the end of this hall. You will see a smaller corridor on your left. It's the first room on your right.

2. In the audio for this exercise, the receptionist is giving directions to a customer. Listen to the audio and identify on the plan where she directed the customer. You will find the plan on the next page.



- a. *The administrative assistant's office*
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- b. *The waiting area*
-

- c. *Mark's desk*
-

- d. *Room 206*
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**Exercise 9.5****Giving the right directions**

1. Read the scenarios below, then write the directions you would give according to the situation, using the same plan as for the previous exercise.

- a. Sue, the new agent, arrives for her first day of work. She is very thirsty. She needs to have a drink of water before starting work. Tell her where the water cooler is.

Go to the end of this hall. You will see a smaller corridor on your left. Go down the corridor and you will see the water cooler in the corner.

- b. Terrence Brown, Sue's first client, arrives. Direct him to Sue's desk.

Go down the hall on your left. Her desk is the second one on the right.

- c. Sue comes to your desk looking for Mr. Brown's file. Give her directions to the filing cabinets in Room 203. The file is in cabinet B.

Go down the hall. The filing room is the first door on your right. The file is in the second cabinet on your left.

2. In the audio for this exercise, the receptionist is giving directions to a customer. Listen to it and identify on the plan where she directed the customer.



- a. *The cafeteria*

- b. *The director's office*

- c. *Room 204*

- d. *The washrooms*

 **Summary exercise**

2. Visitors come to the reception desk at different times in the day, and the corresponding information are presented below and on the next page. Write what you would tell visitors to **give them the right directions**. Record your answers. Replay your answers to make sure that you used the right expressions.

11:20 a.m.

An unknown visitor, a woman, enters the office with a baby in her arms, wanting to know where the washrooms are.

Go down the hall till you see a corridor on your right. The ladies' room is at the end of the corridor, second door on your left.

11:55 a.m.

An unknown visitor enters the office. He is the delivery man from Staples with the new book shelves for the conference room.

Go down the hall. It's the first door on your left.

1:20 p. m.

Ron Johnson, an unknown visitor, arrives for his 1:30 evaluation with Marise Emmanuel. Ms. Emmanuelle will be with him in a few minutes. The meeting will be held in Classroom 3, which is available at the moment.

Go down the hall. Classroom 3 is the last/3rd door on your right.

3:00 p.m.

An unknown visitor walks into the reception area. She is an elderly woman and she says to you, "I'm a bit lost. I'm trying to find the optometrist's office. I know it's in this building. Could you tell me where it is, please?"

It's right across the hall from us/from our school.

4:25 p.m.

A courier arrives at the desk with a package for Unimix Realty.

It's on the 2nd floor. Take the elevator at the end of the hall. Unimix will be the 1st door on your right.