

Giving instructions

Giving instructions:

It is like the 1, 2, 3, 4 of your actions.

The most common are:

- **First, ... Second, ... Third, ... And last,**
- **First (Firstly),... Then,... Next,... After that,... Finally... .**

Giving instructions

So now that you know the basics...here is an example:

How to Make a Cup of Coffee.

First, you need to buy some coffee and a coffee maker.

Then, you have to put the water into the bottom of the coffee maker. You needn't boil the water, cold water is fine.

Next, you have to put the coffee in the coffee compartment and screw the top of coffee maker on.

After that, you need to put the coffee pot onto the stove.

Then, turn the stove on high and wait. You don't have to move the coffee pot. When the water boils and goes into the upper part of the pot, you **then have** to remove the pot from the heat.

Finally, you pour some coffee into a cup, add sugar and milk and enjoy.

MALE PROCEDURE

Drive up to the cash machine.

Put down your car window.

Insert card into machine and enter PIN.

Enter amount of cash required and withdraw.

Retrieve card, cash and receipt.

Put window up.

Drive off.

They love details ...

A sign in the Bank Lobby reads: "Please note that this Bank is installing new "Drive-through" teller machines enabling customers to withdraw cash without leaving their vehicles. Customers using this new facility are requested to use the procedures outlined below when accessing their accounts. After months of careful research, MALE & FEMALE procedures have been developed. Please follow the appropriate steps for your gender."

MALE PROCEDURE

1. Drive up to the cash machine.
2. Put down your car window.
3. Insert card into machine and enter PIN.
4. Enter amount of cash required and withdraw.
5. Retrieve card, cash and receipt.
6. Put window up.
7. Drive off.

FEMALE PROCEDURE

1. Drive up to cash machine.
 2. Reverse and back up the required amount to align car window with the machine.
 3. Set parking brake, put the window down.
 4. Find handbag, remove all contents on to passenger seat to locate card.
 5. Attempt to insert card into machine.
 6. Open car door to allow easier access to machine due to its excessive distance from the car.
 7. Insert card.
 8. Re-insert card the right way. Enter PIN.
 9. Press cancel and re-enter correct PIN.
 10. Enter amount of cash required.
 11. Check makeup in rear view mirror.
 12. Retrieve cash and receipt. Drive forward 2 feet.
 13. Reverse back to cash machine. Retrieve card.
 14. Give appropriate one-fingered hand signal to irate male driver waiting behind you.
 15. Drive for 2 to 3 miles. Release Parking Brake.
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