1. **ASKING FOR AND GIVING DIRECTIONS LESSON**

In the course of their work, businesspeople often travel to other people’s offices or businesses.

And, from time to time they need to find they way around places they have never been.

Take a look at the structures for asking for and giving directions in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| ASKING FOR DIRECTIONS | | | |
| Excuse me . . . \*\*  This is always the most polite way to begin  your request for directions\*\* | | | |
| Would/Could you tell me how to get to . . . *Anderson Construction?* | | | |
| How do I find . . . *suite 305?* | | | |
| What is the best way to get to . . . *business office?* | | | |
| Would/Could you direct me to . . . *Ms. Sumidata’s office?* | | | |
| Which way do I go to get to . . .  *the Nobunaga Building?* | | | |
| GIVING DIRECTIONS | | | |
| Go straight | Make a U turn | Turn left | Turn right |
| Continue on (keep going) | | Follow this *hall . . . road . . . path* | |
| Take the elevator | | It’s about 150 meters | |
| It’s next to . . . across from . . . opposite . . . beside . . . between (*two things*) | | | |
| Cross the . . . street . . . road . . . park . . . lobby . . . intersection . . . Go past the . . . | | | |
| It’s on . . .  the left . . . the right . . . the third floor . . . the corner | | | |
| PREPOSITIONS TO USE WITH DIRECTIONS | | | |
| Go straight | Go to | Right | left |
| Cross | On your right | On your left | beside |
| Next to | Behind | Across from | In front of |
| On the corner of | | | |
| *\* Don’t forget to say “Thank you” after someone has given you assistance.* | | | |

**When Giving Directions in English**

**Giving directions usually consists of two sets of instructions.**

**In the first set:   Say “Go to” and tell the listener what street, building, office number, etc – or – how far they need to go.**

**In the second set:  Say “Then” and tell the listener what to do when they get there.  (turn left, turn right, it’s on the left, etc.)**

**Giving even very complicated directions is just a repetition of these two steps.**

**Dialog Practice:**

**Work with a partner and create short dialogs from the table above.**

**When you are finished with this lesson go to the** [**Asking For and Giving Directions Activities Page**](http://www.businessenglishebook.com/asking-for-and-giving-directions-activity/)**.**

1. **ASKING FOR AND GIVING PERMISSION:**

When you ask for permission to use something that belongs to someone else you have to do your best to be polite. It is desirable to use the word "**please**."

* **ASKING FOR PERMISSION:**

·         **Can** I go out, please?

·         **May** I open the window, please?

·         Please, **can** I have a look at your photo album?

·         Please, **may** I taste that hot spicy couscous dish?

·         **Do you mind if** I smoke?

·         **Would you mind if** I asked you something?

·         **Is it okay if** I sit here?

·         **Would it be all right if** I borrowed your mobile Phone?

* **GIVING PERMISSION:**

·         Yes, please do.

·         Sure, go ahead.

·         Sure.

·         No problem.

·         Please feel free.

* **REFUSING TO GIVE PERMISSION:**

·         No, please don’t.

·         I’m sorry, but that’s not possible.

·         I'm afraid, but you can't.