Worksheet 1
Worksheet 2

Task 1

Look at the pictures of different things people do when they are the last person leaving work. What are they doing? Discuss your ideas with a partner.

Match the pictures with the phrases at the bottom.

- close / shut the door
- close / shut the window
- close / shut the gate
- switch / turn off the lights
- lock the safe
- put the answerphone on
- sign out
- put the money in the safe
- set the alarm
Worksheet 3

Task 2
*Listen to the manager giving instructions.*
*Tick (√) the instructions the manager gives.*

<table>
<thead>
<tr>
<th>close / shut the door</th>
<th>close / shut the window</th>
<th>close / shut the gate</th>
</tr>
</thead>
<tbody>
<tr>
<td>switch / turn off the lights</td>
<td>switch / turn off the computers</td>
<td></td>
</tr>
<tr>
<td>lock the safe</td>
<td>put the answerphone on</td>
<td>sign out</td>
</tr>
<tr>
<td>put the money in the safe</td>
<td>set the alarm</td>
<td></td>
</tr>
</tbody>
</table>

Task 3

*Answer the questions. Listen again and check.*

1. Where is the key to the safe? ________________________________
2. Which window is often open? ________________________________
3. Why shouldn’t you switch the computers off? ________________________________
4. How many times does the phone ring before the answerphone comes on? _____
5. What is the code for the alarm? ________________________________
6. What is next door? ________________________________
Worksheet 4

Task 4a

Here are some different ways you can check you understand instructions.

Listen to the employee checking instructions.

Tick (✓) the things she does.

- Repeat the instructions back
- Ask for more information
- Ask the person to give the different instructions one by one
- Ask questions about the instructions
- Act / mime what you think the instruction is
- Ask the person to repeat the instructions
- Write down the instructions and read them back

Task 4b

Read and listen to the employee checking the instructions.

Write the missing words in the gaps.

Employee: So, have I got this _________ – I don’t need to switch the computers off?

Supervisor: That’s right.

Employee: And let me _________ – should I switch the answerphone on or not?

Supervisor: No. You don’t need to.

Employee: Can you tell me _________ the code for the alarm?


Employee: What’s _________? 90-73?

Supervisor: No. 1973 1-9-7-3.