KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG42 · ENTRY 1

Finding Information

Find key details quickly in a timetable, a notice or a list.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- find the key word in a question
- look for it in a timetable or notice: you don't need every word
- use ABC order to find words in a list

Next sheet: BG43 Capital Letters and Full Stops

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

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LEARN How to find information fast

1. Read the question.
2. Find the key word. Underline it.
3. Look for the key word in the text. You don't need to read every word.
4. Write the answer.

Example: What time is the bus to **Bolton**? Key words: **time, Bolton**

ABC order

Lists, dictionaries and directories use ABC order. Look at the first letter.

apple **b**read **c**heese **m**ilk **t**ea

Names in a class list: Ali Hira Kofi Sana Tom

LISTEN Listen at the bus station. Complete the table.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG42.*

Bus to	Time	Stand
Bolton	_____	_____
Bury	_____	_____
Leigh	_____	_____
Wigan	_____	_____

Which bus is late? The bus to _____.

SAY IT Listen and repeat. Then practise with a partner.

Ana Excuse me. What time is the next bus to **Bolton**?

Assistant It's at **9:10**.

Ana What time does it arrive in Bolton?

Assistant At **9:55**.

Ana Thank you very much.

Sound focus: Numbers: stress the end in **fifTEEN**, stress the start in **FIFty**.

Your turn. Ask your partner about the timetable below. Change roles. **What time is the bus to …? What time does it arrive in …?**

READ Read on your own first. Then answer.

Bus 36: Manchester to Bolton · Monday to Saturday			
Manchester	8:10	9:10	10:10
Salford	8:25	9:25	10:25
Bolton	8:55	9:55	10:55

No buses on Sunday. Tickets: £2. Pay by card or cash.

1. This text is ☐ a letter ☐ a timetable ☐ a menu

2. The bus leaves Manchester at 9:10. When does it arrive in Bolton? At _____.

3. How much is a ticket? It is _____.

4. True or false? Tick.

	True	False
a) There are buses on Sunday.	☐	☐
b) The bus stops in Salford.	☐	☐
c) You can pay by card.	☐	☐

PRACTISE 1. Write the words in ABC order.

a) tea bread milk apple → _____

b) Wednesday Friday Monday → _____

c) Omar Ama Li Na Joseph → _____

2. Read the college list. Find the information fast.

Oak Road College: rooms	
Art	Room 12
Computers	Room 3
English	Room 8
Library	First floor
Maths	Room 10
Reception	Ground floor

a) Which room is English? It is _____.

b) Where is reception? It is on the _____.

USE IT Write two questions about the bus timetable. Then ask your partner.

1. _____?

2. _____?

I CAN Tick Yes or Not yet.

I can find the key word in a question.	Yes	Not yet
I can find information in a timetable or a list.	Yes	Not yet
I can put words in ABC order.	Yes	Not yet