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

BEGINNERS · BG34 · ENTRY 1

Following Instructions

Follow and give simple instructions in the right order.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- understand instruction words: open, turn on, press, wait
- use order words: First, Then, Next, Finally
- read and follow steps, and give instructions to a partner

Next sheet: BG35 Feelings and Opinions: I think, I agree

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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Updated November 2026

LEARN How to make a cup of tea

 kettle	 mug	 a cup of tea

1. **First,** fill the kettle with water.
2. **Then,** turn on the kettle. Wait for it to boil.
3. **Next,** put a tea bag in a mug.
4. **Then,** pour in the hot water.
5. **Next,** wait two minutes.
6. **Finally,** take out the tea bag. Add milk.

Instruction words: open close turn on turn off press put wait take
Order words: First Then Next Finally

LISTEN Listen. How do you log in? Number the steps 1 to 5.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG34.*

☐	Type your password.
☐	Turn on the computer.
☐	Open the English folder.
☐	Type your username.
☐	Click Log in.

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

Wei Excuse me. How do I use the photocopier?

Ama **First**, put your paper here.

Ama **Then**, press the green button.

Wei **Sorry, can you say that again?**

Ama Of course. Put your paper here. Then press the green button.

Wei Thank you!

Sound focus: Stress the order word and the action: **FIRST, PUT your paper here.**

Your turn. Give your partner three instructions. Your partner does them. Change roles.
First, stand up. Then, open your book. Finally, write your name.

READ Read on your own first. Then answer.

Library computers: how to print

1. Open your document. 2. Click Print.
3. Choose the printer: Library 1. 4. Go to the printer.
5. Tap your library card on the printer. 6. Take your paper.

Please note: Each page costs 10p. Don't eat or drink near the computers.

1. This text is ☐ a set of instructions ☐ a letter ☐ a menu

2. What do you tap on the printer? Your _____.

3. How much is one page? It is _____.

4. True or false? Tick.

	True	False
a) First, you go to the printer.	☐	☐
b) The printer is called Library 1.	☐	☐
c) You can drink coffee near the computers.	☐	☐

PRACTISE 1. How to make toast. Number the steps 1 to 4.

☐	Spread butter on the toast.
☐	Push the lever down.
☐	Put the bread in the toaster.
☐	Wait until the toast pops up.

lever = the handle on the toaster **pops up** = jumps up

2. How to send a text message. Use the words in the box.

First Then Next Finally

_____, open Messages on your phone.
_____, choose the person.
_____, write your message.
_____, press Send.

USE IT Write instructions for something you can make. Then tell your partner.

For example: coffee, a sandwich, rice.

How to make _____

First, _____.

Then, _____.

Next, _____.

Finally, _____.

I CAN Tick Yes or Not yet.

I can understand instruction words.	Yes	Not yet
I can follow steps in order.	Yes	Not yet
I can give instructions with First, Then, Next and Finally.	Yes	Not yet