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QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG62 · ENTRY 2

Staying Safe: Fire, Accidents and Online

Stay safe at home, at college and online, and report an accident.

Supports Adult ESOL and Functional Skills English · Entry 2

In this sheet you will

- understand fire, accident and online safety rules
- give instructions and use if: If you hear the alarm, leave the building.
- read a safety leaflet and write a short accident report

Next sheet: BG63 Technology and Social Media

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 Safety at home, at college and online

 smoke alarm	 fire alarm	 assembly point	 first aid kit	 online safety



An accident at college

Marco slipped on a wet floor in the corridor. Joseph helped him. Then Joseph told a member of staff, and they wrote an accident report.

Grammar: Instructions and if sentences

Imperative (the verb starts the instruction): **Leave** the building. **Don't use** the lift.

If + situation, + instruction: **If** you hear the fire alarm, go to the assembly point.

Use a comma when the sentence starts with If.

LISTEN Listen to the fire safety talk. Tick Do or Don't.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG62.*

	Do	Don't
1. use the lift	☐	☐
2. leave by the nearest exit	☐	☐
3. stop to get your bag	☐	☐
4. go to the assembly point in the car park	☐	☐
5. go back inside before staff say it is safe	☐	☐

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

Joseph Are you OK, Marco?

Marco I slipped on the wet floor. My wrist hurts a bit.

Joseph Stay where you are for now. I'll get a first aider.

Staff Thank you, Joseph. **If** your wrist is still painful later, you **should** see a doctor. Let's fill in an accident report.

Marco OK. Thank you both for your help.

Useful phrases: Are you OK? Where does it hurt? Stay where you are. I'll get a first aider.

Sound focus: Instructions are short and clear. Stress the verb: **LEAVE** the building. **DON'T** use the lift.

Your turn. Give your partner three safety instructions for your home, college or work. Use if in one of them. Answer in full sentences. Change roles. **If ..., ... Don't ... Always ...**

READ Read on your own first. Then answer.

Oak Road College: staying safe

Fire: If you hear the fire alarm, stop work and leave the building by the nearest exit. Don't use the lift, and don't stop to collect your bag. Go to the assembly point in the car park and wait for staff to check names. Only trained staff use fire extinguishers.

Accidents: If you see an accident, tell a member of staff at once. There is a first aid kit at reception. Every accident, even a small one, must go in the accident book.

Online: Use a long, different password for each account. Three random words can help you make one that is hard to guess. Follow any extra rules the website gives you, and never share your password. If an email asks for your bank details, don't reply and don't click the link. Tell your teacher if something online worries you.

Questions about the text Answer questions 2 and 3 in full sentences.

1. **The purpose of this leaflet is to** ☐ give safety information ☐ advertise a course ☐ tell a story
2. **Where should you go when you leave the building?**

_____

3. What should you do if an email asks for your bank details?

_____

4. Use a dictionary. Collect means ☐ to take something with you ☐ to break something ☐ to buy something

5. True or false? Tick.

	True	False
a) You should use the lift in a fire.	☐	☐
b) Small accidents must also go in the accident book.	☐	☐
c) You should share your password with friends.	☐	☐

6. An imperative starts an instruction. Find two imperative verbs in the Fire paragraph.

_____



PRACTISE 1. Match the word to its meaning. Then write the four words again.

1. smoke alarm	**a)** the secret words or characters you use to log in
2. assembly point	**b)** a box with plasters and bandages
3. first aid kit	**c)** a place where people meet after leaving the building
4. password	**d)** it makes a loud noise when there is smoke

Answers: 1 ____ 2 ____ 3 ____ 4 ____

Write the words again: _____

2. Complete the if sentences. Remember the comma.

a) If you see smoke _____.

b) If a friend falls and hurts their arm _____.

3. Safe or not safe online? Tick.

a) I use my birthday as my password.	☐ safe	☐ not safe
b) I lock my phone with a PIN.	☐ safe	☐ not safe
c) I click links in emails from people I don't know.	☐ safe	☐ not safe
d) I tell my teacher about a message that worries me.	☐ safe	☐ not safe

4. Write two safety rules for your home. Start one rule with If.

a)

b)

USE IT Write a short accident report (30 to 50 words) about the accident in the picture on page 2.

Write what happened, where and when, who helped, and what happened next. You can add made-up details, such as the time.

What happened?	Where and when?	Who helped?	What next?

Check your writing: ☐ past tense verbs ☐ where and when ☐ capital letters and full stops ☐ 30 to 50 words

I CAN Tick Yes or Not yet.

I can understand fire, accident and online safety rules.	Yes	Not yet
I can give instructions and use if sentences.	Yes	Not yet
I can read a safety leaflet and write an accident report.	Yes	Not yet