



# SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

**AN AUTONOMOUS INSTITUTION**



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

## SAMPLE INSTRUCTIONS

### **1. Instruction to maintain a computer in good working condition.**

1. Do not spill liquids on system.
2. Do not touching the open sockets.
3. Switch off the main supply and open all the doors and windows, in case of short circuit.
4. Shut down the system If any sound comes from the UPS, immediately.
5. Avoid touching the monitor.
6. Shut down the system when it is not in use.
7. Don't misplace and replace the equipment.
8. Don't handle the equipment roughly.
9. Shut down the system properly.
10. Don't rest your legs anywhere on the stabilizers or UPS.
11. Open only minimum number of required sites while working.

### **2. Safety instructions in a chemical engineering lab.**

1. Do not work in the laboratory barefoot. Wear shoes to protect your feet.
2. Do not handle the apparatus and instruments roughly.
3. Do not wear gold ornaments, wrist watches, etc., while working in the lab.
4. Do not allow chemical to come into contact with your skin.
5. Keep all the doors and windows open while working in the laboratory.
6. Keep your working place neat and tidy.

7. Switch off the power supply immediately after completing the experiment.
8. Arrange the apparatus in order after the experiment is over.
9. Dilute acids and prepare solutions only under the guidance of the staff.
10. Don't wear loose clothes.
11. Wear apron and gloves while handling the chemicals.
12. Take care not to spill the chemicals on the floor.
13. Handle all glassware items carefully.
14. Rinse the apparatus well both before and after use.

### **Instructions to save petrol**

1. keep the engine in good condition.
2. Fit the vehicle with an engine that gives high mileage.
3. Don't keep the engine running while the vehicle is not in motion.
4. Inflate the tyres at an optimum level of air pressure.
5. Use the correct engine oil for the proper functioning of the engine.
6. Service the vehicle regularly: an ill-maintained vehicle consumes more petrol.
7. Avoid clutch driving. Resting one's foot on the clutch pedal leads to more fuel consumption.
8. Avoid frequent change of gear to save petrol.

### **Practice Exercises**

1. Prepare a list of eight instructions for students to improve their language skills.
2. Write a list of eight instructions to test the quality of drinking water.
3. Write at least eight instructions to be observed while handling any electrical home appliances.
4. Write at least eight instructions to operate a washing machine.
5. What instructions would you give your tourist friend from the USA, to make his trip to Chennai, a pleasant one? Give a list of eight most important instructions pertaining to food, stay, travel, etc.

6. Write a set of eight instructions that must be followed in a chemical Engineering Lab.
7. Write a set of eight instructions that must be followed by the users of buses.
8. Write a set of eight instructions that could be followed by students in the college library.
9. Write a set of eight instructions that could be followed by students in the examination Hall.
10. Write a set of eight instructions to be followed to maintain laptops in good condition.
11. Write a set of instructions for operating the ticket vending machine at a railway station.
12. Write a set of instructions for using your cell phone safely.

## **Recommendations**

### **Common Phrases for Giving Instructions**

Here are some common phrases you can use when giving instructions:

- **First, ...**
- **Then, ...**
- **Next, ...**
- **After that, ...**
- **Finally, ...**
- **Please ...**
- **Make sure to ...**
- **Don't forget to ...**
- **Be careful when ...**

### **Giving Instructions in English: A Comprehensive Guide**

Giving and understanding instructions is an essential part of everyday life. Whether you're at work, school, or simply trying to navigate a new city, the ability to communicate instructions clearly and effectively is crucial. This guide will provide you with the tools and knowledge you need to confidently give and receive instructions in English.

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### **Grammar Points for Giving Instructions**

When giving instructions, it's important to use the correct grammar. Here are some key points to remember:

- **Use the imperative mood:** This is the command form of a verb. For example, instead of saying "You should turn left," say "Turn left."
- **Use clear and concise language:** Avoid using complex vocabulary or long sentences. Keep your instructions simple and easy to understand.
- **Use active voice:** Active voice is more direct and easier to follow than passive voice. For example, instead of saying "The door should be closed," say "Close the door."
- **Use visuals:** If possible, use visuals like diagrams, pictures, or videos to illustrate your instructions. This can help to make them more understandable.