

Name

Date

Giving and Following Directions

In order to be successful in your career and in life, you need to be able to give and follow written and oral directions. Clear instructions help you avoid making mistakes and prevent misunderstandings. Providing clear directions helps others follow them correctly, which saves time and materials. Your ability to give and follow directions will be addressed during your performance evaluation at work.

When giving directions, remember to include the following details:

- Who
- What
- Where
- When
- How

When following directions, remember to do the following:

- Listen carefully.
- Concentrate on what is being said.
- Take notes.
- Ask questions if there is anything you don't understand.

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Giving Directions

Your task is to give clear, concise directions for someone else to follow. Write down the directions for making your favorite sandwich. If you don't have a favorite sandwich, give directions for making a peanut butter and jelly sandwich. Assume that the person making the sandwich has never made one before. Tell him or her what items are needed and in what order they should be used. Make sure to write neatly so that the person can read your directions. After you have written the directions, give them to another person so that he or she can try to follow them.
