

## Wednesday English Yr 5 Adverbs \*

### Using an Escalator Safely

Britain's first moving staircase was installed in Harrods in November 1898.

Although this is now old technology, it is still common to see a range of warnings and instructions to keep users safe.



#### Your task

Using the symbols above and your own ideas make a list of instructions for safe escalator use.

#### Write your list of instructions

First, write an introduction sentence, explaining what the rules are for.

Next, start each rule on a new line. Use **adverbs** to clearly link the instructions.

#### Check

Reread, checking for sense and punctuation.

#### Time/Order

then  
soon  
yesterday  
now  
first  
next  
finally

#### Lists/Adding

firstly  
secondly  
furthermore  
also  
finally

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### How to use an Escalator

Britain's first moving staircase was installed in Harrods in November 1898. Shoppers flocked to the store and Cognac and smelling salts were available for the faint-hearted.



Imagine you had never used an escalator before. What would you need to do to keep safe?

What actions might end in an accident?

### Your task

Write a list of instructions for safe escalator use, with ideas **linked by adverbs**.

### Collect ideas

Talk about your ideas with a partner; you might wish to act out each step to help you think of ideas for safe use. Make a note of each step.

### Write a list of rules

First, write an introductory sentence, explaining what the instructions are for.  
Next, write each step linked by adverbs. You might use adverbs for time order or to introduce a cause, a contrast or modify an **imperative verb**.  
Lastly, consider including a labelled diagram or two.

### Check

Reread, checking for sense and punctuation.

#### Time/Order

then  
soon  
yesterday  
now  
first  
next  
finally

#### Lists/Adding

firstly  
secondly  
furthermore  
also  
finally

#### Causes

therefore  
consequently  
as a result

#### Contrasts

however  
meanwhile  
nevertheless

#### Manner

fast  
carefully  
slowly  
firmly

## Wednesday English Yr 5 Adverbs \*\*\*

### How to Use the Telephone, 1917

These are pages from an instruction book for users of a new technology: the telephone. Telephones were only used by a lucky few at this time, so that simple conventions (such as saying 'hello') had to be explained.



#### Starting A Telephone Talk

**W**HEN you have called for a number on the telephone and you hear a voice say "Mr. X. speaking," you know at once you have the right number and the right person and can go ahead with your conversation. To begin a telephone conversation properly the talking parties should always identify themselves.

The one who answers should say, for instance, "Smith and Brown, Mr. Brown speaking." The one calling should say, for instance, "This is Mr. Jones."

This saves a lot of preliminary questioning and confusion and rids the line of unnecessary repetition of "Hello!" "Well?" "What do you want?" and that ever-annoying "Who's this?"

#### Telephone Front!

**K**EEP your telephone in front of you on the desk where it is easily accessible when you want to make a call and where it is in no danger of being knocked about.

Your telephone is a delicately adjusted instrument and deserves to be handled with care. Do not set it down roughly on the desk, drop it on the floor, or replace the receiver with force. Its efficiency is impaired by rough treatment.

Keep the desk stand cords free from wet umbrellas, sponges and damp locations and away from open windows. The telephone is very sensitive to moisture. After an hour's rain last summer, in one city, we had 96 cases of trouble from wet cords on account of the failure of our subscribers to protect their telephones properly.

#### Finishing A Telephone Talk

**I**F you finish a telephone conversation and hang up your receiver without saying "Good-bye" or something else to indicate that your part of the conversation is finished, the party with whom you are talking may remain at the telephone, wasting his time and keeping the line from being used by others. Perhaps he blames the operator for what he thinks is a cutting off of the conversation.

The "Good-bye" at the end of a telephone talk is an infallible signal to hang up the receiver; it terminates the talk graciously and effectively. It is a point of courtesy that is expected of all telephone users.

#### Those Who Call In Error

**I**F a person entered your office by mistake, you wouldn't treat him rudely. On the contrary, you would accept his apology courteously and thus lighten his embarrassment.

Occasionally your telephone bell rings and you find that you have been called in error. It must be admitted that it is annoying, but do you practice the same courtesy that you would if somebody had entered your office by mistake?

Likewise, you naturally expect others to be courteous to you when you meet accidentally on the telephone wire. Courtesy is the oil that lubricates the wheels of business; it smooths out difficulties and promotes the promptest possible connections.

#### Your task

- Read these instructions carefully, highlighting the key rules.
- Create a clear and cohesive list of instructions for 1910s telephone use, based on this text.
- Use **adverbs** to link the ideas.