

SEQUENCING IDEAS

A2-B1 | Conversation practice examples for explaining steps clearly

Conversation: Printing a library document

Nina	I've never used this printer. Can you show me how to print my ticket?
Tom	Sure. First , log in to one of these computers with your library card.
Nina	I'm logged in. Do I open the ticket from my email?
Tom	Yes. Then , choose Print and select the library printer.
Nina	It says I need to pay. Where do I do that?
Tom	At the machine beside the desk. After that , scan your card at the printer.
Nina	Oh, I can see the ticket on the screen now.
Tom	Finally , press Print here. And remember to log out of the computer when you're finished.

Key phrases: First / Then / After that / Finally

Conversation: Preparing for a presentation

Max	Our presentation's tomorrow, and we still haven't practised together.
Zoe	Let's do it now. Before we start, shall we check that the pictures open properly?
Max	They all work. I'll introduce the topic and explain why we chose it.
Zoe	Next , I'll talk about our survey. Can you change the slides while I speak?
Max	Of course. What should we do if someone asks a question in the middle?
Zoe	We can answer short questions. At the end , we'll leave more time for discussion.
Max	Good. Let's try the whole thing once and see how long it takes.
Zoe	Yes. After we finish, we can decide whether to cut anything.

Key phrases: Before / Next / At the end / After

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Explain how to use a machine or app. Your partner asks questions about the steps.

Prompt 2: Plan a short presentation together, including preparation and questions from the audience.