**Unit 10**

How to Give Verbal Instructions

By an eHow Contributor

http://www.ehow.com/how\_2108584\_give-verbal-instructions.html

Giving verbal instructions is often the quickest and most effective way to communicate ideas in the workplace. Having said this, verbal communication can often leave room for error and confusion. Following these simple steps should keep you on track and get the job done right.

Instructions

1

Get attention. Before giving any instructions, make sure you have everyone's attention. Clarify who needs to listen to your instructions when addressing large groups and check that everyone can hear you. Make eye contact with as many people as possible to hold attention.

2

Only give a small number of instructions at any one time. People will quickly forget large quantities of information. It is sometimes useful to give corresponding numbers so nothing will be overlooked and people are certain of the number of things they need to do.

3

Use simple words. Be clear and concise; don't use complicated language and long words when simple vocabulary will do. Gesture when appropriate but only if it enhances the meaning of your instruction. Don't flap your arms around unnecessarily, as it can be distracting and confusing.

4

Repeat your initial instructions with any necessary explanations. Avoid saying exactly the same thing, as it will seem patronizing. Give only a summary of the previous instructions and don't add extra things or change commands.

5

Ask your co-worker(s) to repeat the instructions back to you in their own words. Ask whether there are any other questions and give people an opportunity to raise any concerns. If the subject is embarrassing or personal, let people know that they can approach you in private with any other issues.

**Tips & Warnings**

Always stay calm and don't rush instructions.

Read more: How to Give Verbal Instructions | eHow.com <http://www.ehow.com/how_2108584_give-verbal-instructions.html#ixzz1tgTLl3iA>

**English Abbreviations on Internet**

http://www.chinaunix.net 作者:[landekai](http://bbs.chinaunix.net/viewpro.php?uid=63301" \t "_blank)

2B or not 2B To Be Or Not To Be

4ever Forever

A/S/L Age/Sex/Location

AFAIC As Far As I'm Concerned

AFAIK As Far As I Know

AFK Away From Keyboard

AIAMU And I'm A Monkey's Uncle

AISI As I See It

AKA Also Known As

AMBW All My Best Wishes

ANFAWFOWS And Now For A Word Word From Our Web Sponsor

AOTS All Of The Sudden

ASAFP As Soon As "Friggin" Possible

ASAP As Soon As Possible

ATST At The Same Time

AWGTHTGTTA Are We Going To Have To Go Through This Again

AYSOS Are You Stupid Or Something

B4 Before

B4N Bye For Now

BBFBBM Body By Fisher, Brains by Mattel

BBIAB Be Back In A Bit

BBIAF Be Back In A Few

BBL Be Back Later

BBN Bye Bye Now

BCNU Be Seein' You

BFD Big F\*\*\*ing Deal

BFN Bye For Now

BHOF Bald Headed Old Fart

BIF Basis In Fact

BITD Back In The Day

BM Byte Me

BMOTA Byte Me On The Ass

BNF Big Name Fan

BOHICA Bend Over Here It Comes Again

BR Bathroom

BRB Be Right Back

BRT Be Right There

BS Big Smile

BT Byte This

BTDT Been There Done That

BTSOOM Beats The Sh\*\* Out Of Me

BTW By The Way

BTWBO Be There With Bells On

BWDIK But What Do I Know?

BWO Black, White or Other

CEO Chief Executive Officer

CIAO Goodbye (in Italian)

CID Consider It Done

CIO Check It Out

CIS CompuServe Information Service

CMF Count My Fingers

CofS Church of Scientology

CRAFT Can't Remember a F\*\*\*ing Thing

CRAWS Can't Remember Anything Worth A Sh\*\*

CSL Can't Stop Laughing

CTC Choaking The Chicken

CUL8R See You Later

CWYL Chat With You Later

CYA Cover Your Ass

CYL See You Later

DBEYR Don't Believe Everything You Read

DD Due Diligence

DDD Direct Distance Dial

DETI Don't Even Think It

DGT Don't Go There

DHYB Don't Hold Your Breath

DILLIGAD Do I Look Like I Give A Damn

DILLIGAS Do I Look Like I Give A Sh\*\*

DKDC Don't Know Don't Care

DLTM Don't Lie To Me

DQYDJ Don't Quit You're Day Job

DRIB Don't Read If Busy

DYSTSOTT Did You See The Size Of That Thing

EG Evil Grin

EOM End Of Message

ESO Equipment Smarter than Operator

F2F Face-to-Face

FBKS Failure Between Keyboard and Seat

FE Fatal Error

FF&PN Fresh Fields and Pastures New

FO F\*\*\* Off

FOAF Friend Of A Friend

FTASB Faster Than A Speeding Bullet

FTL Faster Than Light

FTTB For The Time Being

FUBAR F\*\*\*ed Up Beyond All Recognition

FUBB F\*\*\*ed Up Beyond Belief

FUD (Spreading) Fear, Uncertainty, and Disinformation

FWIW For What It's Worth

FYA For Your Amusement

FYI For Your Information

FYM For Your Misinformation

GAL Get A Life

GG Good Game or Gotta Go

GIGO Garbage In, Garbage Out

GIWIST Gee, I Wish I'd Said That

GL Good Luck

GLYASDI God Loves You And So Do I

GMTA Great Minds Think Alike

GNBLFY Got Nothing But Love For You

GR&D Grinning Running And Ducking

GR8 Great

GRRRR "Growling"

GSOAS Go Sit On A Snake

GTG Got To Go

GTGB Got To Go, Bye

GTGP Got To Go Pee

GTH Go To Hell

GTSY Glad To See Ya

GYPO Get Your Pants Off

HAGO Have A Good One

HAK Hugs And Kisses

HB Hurry Back

HD Hold

HHO1/2K Ha Ha, Only Half Kidding

HHOK Ha Ha, Only Kidding

HIOOC Help! I'm Out of Coffee

HTH Hope This (That) Helps

HUA Heads Up Ace

HUYA Head Up Your A\*\*

IAC In Any Case

IAE In Any Event

IANAC I Am Not A Crook

IANAL I Am Not A Lawyer

IBT In Between Technology

IBTD I Beg To Differ

IC In Character

IDGAF I Don't Give A F\*\*\*

IDGI I Don't Get It

IDK I Don't Know

IDKY I Don't Know You

IDST I Didn't Say That

IDTS I Don't Think So

IFAB I Found A Bug

IFU I F\*\*\*ed Up

IGGP I Gotta Go Pee

IIIO Intel Inside, Idiot Outside

IIMAD If It Makes An(y) Difference

IIRC If I Remember Correctly

IIWM If It Were Me

ILICISCOMK I Laughed, I Cried, I Spat/Spilt Coffee/Crumbs/Coke

On My Keyboard

ILY I Love You

IMHO In My Humble Opinion

IMNSHO In My Not So Humble Opinion

IMO In My Opinion

INMP It's Not My Problem

INPO In No Particular Order

IOH I'm Outta Here

IOW In Other Words

IRL In Real Life

ISS I Said So

ITM In The Money

IYKWIM If You Know What I Mean

IYSS If You Say So

J/C Just Checking

J/K Just Kidding!

J/W Just Wondering

JAFO Just Another F\*\*\*ing Onlooker

KFY Kiss For You

KISS Keep It Simple Stupid

KIT Keep In Touch

KMA Kiss My Ass

KWIM Know What I Mean

KYPO Keep Your Pants On

L8R Later

LD Long Distance

LDTTWA Let's Do The Time Warp Again

LLTA Lots And Lots Of Thunderous Applause

LMAO Laughing My Ass Off

LMK Let Me Know

LOL Laughing Out Loud -or- Lots of Luck (or Love)

LTIC Laughing 'Til I Cry

LTNS Long Time No See

LYL Love Ya Lots

LYLAS Love You Like A Sister

MHOTY My Hat's Off To You

MM Market Maker

MorF Male or Female?

MOTD Message Of The Day

MOTSS Members Of The Same Sex

MTFBWY May The Force Be With You

MWBRL More Will Be Revealed Later

MYOB Mind Your Own Business

NAK Nursing At Keyboard

NAZ Name, Address, Zip (also means Nasdaq)

NBD No Big Deal

NBIF No Basis In Fact

NFI No F\*\*\*ing Idea

NFW No F\*\*\*ing Way

NIFOC Nude In Front Of The Computer

NM Never Mind

NMP Not My Problem

NOYB None Of Your Business

NP No Problem

NQOCD Not Quite Our Class Dear

NRG Energy

NRN No Reply Necessary

NYCFS New York City Finger Saluet

OAUS On An Unrelated Subject

OBTW Oh By The Way

OIC Oh, I see

OMDB Over My Dead Body

OMG Oh My Gosh

OMIK Open Mouth, Insert Keyboard

ONNA Oh No, Not Again

OOC Out Of Character

OOTB Out Of The Box -or- Out Of The Blue

OT Off Topic

OTOH On the Other Hand

OWTTE Or Words To That Effect

OZ stands for "Australia"

PEBCAK Problem Exists Between Chair And Keyboard

PIMP Peeing In My Pants

PITA Pain In The Ass

PLS Please

PMFJI Pardon Me For Jumping In

PO Piss Off

POV Point of View

RBTL Read Between The Lines

RL Real Life

RLF Real Life Friend

RMLB Read My Lips Baby

RMMM Read My Mail Man!

RN Right Now!

ROTFL Rolling On The Floor Laughing

ROTFLMAO Rolling On The Floor Laughing My Ass Off

ROTM Right On The Money

RSN Real Soon Now

RTFM Read The F\*\*\*ing Manual

RTK Return To Keyboard

RTM Read The Manual

RU Are You?

SBTA Sorry, Being Thick Again

SH Sh\*\* Happens

SITD Still In The Dark

SNAFU Situation Normal, All F\*\*\*ed Up

SOL Sh\*\* Out of Luck

SorG Straight or Gay?

SSDD Same Sh\*\* Different Day

STFU Shut The F\*\*\* Up

STM Spank The Monkey

STYS Speak To You Soon

SUYF Shut Up You Fool

SWAG Scientific Wild Ass Guess

SWAK Sent (or Sealed) With A Kiss

SWDYT So What Do You Think?

TAH Take A Hike

TANSTAAFL There Ain't No Such Thing As A Free Lunch

TARFU Things Are Really F\*\*\*ed Up

TDTM Talk Dirty To Me

TEOTWAWKI The End Of The World As We Know It

TFN Thanks For Nothin'

THX or TX or THKS Thanks

TIA Thanks In Advance

TIAIL Think I Am In Love

TIC Tongue In Cheek

TLA Three Letter Acronym

TLGO The List Goes On

TM Trust Me

TMI Too Much Information

TMTOWTDI There's More Than One Way To Do It

TPTB The Powers That Be

TSR Totally Stuck in RAM

TTFN Ta Ta For Now

TTT That's The Ticket -or- To The Top

TTYL Talk To You Later

TWHAB This Won't Hurt A Bit

TY Thank You

TYVM Thank You Very Much

unPC unPolitically Correct

URYY4M You Are Too Wise For Me

VFM Value For Money

WAG Wild Ass Guess

WAI What An Idiot

WB Welcome Back

WCA Who Cares Anyway

WDYS What Did You Say?

WDYT What Do You Think?

WE Whatever

WEG Wicked Evil Grin

WG Wicked Grin

WGAFF Who Gives A Flying F\*\*\*

WIIFM What's In It For Me?

WIT Wordsmith In Training

WITFITS What in the F\*\*\* is this Sh\*\*

WOG Wise Old Guy

WRT With Regard To

WTF What The F\*\*\*

WTG Way To Go!

WTSDS Where The Sun Don't Shine

WYP What's Your Problem?

WYRN What's Your Real Name?

WYS Whatever You Say

WYSIWYG What You See Is What You Get

WYT Whatever You Think

YA Yet Another

YA yaya Yet Another Ya-Ya (as in yo-yo)

YAFIYGI You Asked For It You Got It

YDKM You Don't Know Me

YGBK You Gotta Be Kiddin'

YMMV Your Mileage May Vary

YNK You Never Know

YOYO You're On Your Own

YR Yeah Right

YSYD Yeah, Sure You Do

YTTT You Telling The Truth?

YYSSW Yeah Yeah Sure Sure Whatever