The language of signs and notices

VOCABULARY PRACTICE

PRE-INTERMEDIATE | A2-B1

Name: _____ **Date:** _____

1 Match each sign with what it means.

1 Keep off the grass.	____	a wait in this place
2 No entry.	____	b do not walk on this area
3 Push.	____	c be careful of a change in level
4 Staff only.	____	d the public must not go in
5 Out of order.	____	e this is not working
6 Queue here.	____	f open by moving away from you
7 Mind the step.	____	g only employees may enter
8 No food or drink.	____	h eating and drinking are forbidden

2 Complete the common signs.

drink | entry | grass | order | push | staff | step | queue

1 Keep off the _____.

2 No _____.

3 _____ the door.

4 _____ only.

5 Out of _____.

6 _____ here.

7 Mind the _____.

8 No food or _____.

3 Choose the sign that fits the place.

1 At a locked exit: *No entry* / *Queue here*.

2 On a broken lift: *Out of order* / *Push*.

3 Beside a flower bed: *Keep off the grass* / *Staff only*.

4 On a café door: *Push* / *Mind the step*.

5 Outside a ticket office: *Queue here* / *No food or drink*.

6 Before a low stair: *Mind the step* / *Out of order*.

7 On a kitchen door: *Staff only* / *Push*.

8 In a computer room: *No food or drink* / *Keep off the grass*.

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4 Complete the visitor information with words from the box.

drink | entry | grass | order | push | staff | step | queue

Welcome to Hilltop Museum. Please **1** _____ the main door to enter. At busy times, **2** _____ here for tickets. The side door is for **3** _____ only, so there is no public **4** _____. The café asks visitors not to bring outside food or **5** _____. In the garden, keep off the **6** _____. Mind the **7** _____ near the old gallery. The lift is currently out of **8** _____.

5 Read the text. Write T (true) or F (false).

Why signs are short

Signs and notices give information or instructions quickly. They often leave out small grammar words, so No entry means You must not enter. Capital letters, colour and symbols can help people notice the message. However, a sign must still be easy to understand. A short message is not useful if visitors do not know what to do. Good signs use familiar words and appear where people need them.

1 Signs should communicate quickly. T / F

2 Signs always use complete sentences. T / F

3 No entry gives an instruction. T / F

4 Colour can attract attention. T / F

5 Every short sign is clear. T / F

6 The position of a sign matters. T / F

6 Rewrite as a short sign.

1 Please do not enter this room. _____

2 This machine is not working. _____

3 Please wait in a line here. _____

4 Be careful because there is a step. _____

OVER TO YOU

Write **70-90 words** of visitor information for a school, sports centre or museum. Include short signs and explain where they should appear.

[ ] Include at least five signs. [ ] Make each instruction clear. [ ] Choose suitable locations.

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ANSWER KEY

1 Signs and meanings

1 **b** 2 **d** 3 **f** 4 **g** 5 **e** 6 **a** 7 **c** 8 **h**

2 Common signs

1 **grass** 2 **entry** 3 **Push** 4 **Staff** 5 **order** 6 **Queue** 7 **step** 8 **drink**

3 Suitable signs

1 **No entry** 2 **Out of order** 3 **Keep off the grass** 4 **Push**
5 **Queue here** 6 **Mind the step** 7 **Staff only** 8 **No food or drink**

4 Visitor information

1 **push** 2 **queue** 3 **staff** 4 **entry** 5 **drink** 6 **grass** 7 **step** 8 **order**

5 Reading - suggested answers

1 **T** 2 **F** 3 **T** 4 **T** 5 **F** 6 **T**

6 Rewriting - possible answers

1 **No entry.** 2 **Out of order.** 3 **Queue here.** 4 **Mind the step.**

Over to you: Answers will vary. Check clarity, placement and concise wording.