

Going to the Library

In this lesson, you will learn how to talk to a librarian in an English-speaking country. You will also learn useful words and expressions for finding and taking out library materials.



Pre-Reading

A. Warm-Up Questions

1. What do people do at libraries?
2. What types of materials are available at libraries?
3. Do you currently have a library card?
Why or why not?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|---------------------|--|
| ___ 1. TOEFL | a) a blank box that you can type in to find something you are looking for (on a computer or mobile device) |
| ___ 2. look up | b) to go to a place and get something or someone |
| ___ 3. search field | c) Test of English as a Foreign Language |
| ___ 4. out | d) to be currently unavailable |
| ___ 5. reserve | e) something that has the requirements you specified |
| ___ 6. PIN | f) to try to find specific information |
| ___ 7. pick up | g) to survey casually (not in detail) |
| ___ 8. match | h) exit an online space so that others can't access your personal information |
| ___ 9. browse | i) personal identification number |
| ___ 10. log out | j) to put something on hold so that you can have it at a later time |

Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Circle any new words or phrases that you need to practice.

Librarian: **Can I help you find something?**

Student: Yes. **I'm looking for a TOEFL book.**

Librarian: TOEFL—The Test of English as a Foreign Language.
Do you want me to show you how to look it up on our computer catalog?

Student: Yes, please. I'm looking for a specific book that my tutor recommended.

Librarian: **Let's see if we have it.** First, we need to choose the "Library Catalog."

Student: Okay. Now do I just type the keyword "TOEFL" into the search field?

Librarian: **Yes, or you could enter the exact title.**

Student: Okay. **I think it's called *TOEFL Tips for Advanced Learners*.**
[typing]

Librarian: It looks like we have it, but it's out right now. **Would you like to reserve it?**

Student: Yes. Do I need my library card?

Librarian: Yes. Enter the number from the back of your card, and then enter your PIN. Then choose "Reserve." You'll receive an email when it's ready to be picked up.

Student: Great. **It looks like it's due back in a few days.**
Are there any other TOEFL books available?

Librarian: Let's see...there are five other matches for TOEFL. I'll show you the Standard English section. Then you can browse the shelves to see if you want to borrow any.

Student: Thanks. I need some practice tests, too. Oh, I guess I should log out first.

Practice

Work with your partner. Role-play the dialogue on page 2, substituting the different expressions below. Then switch roles.

1. **Can I help you find something?**

- Do you need a hand?
- Is there anything I can help you with?
- Are you doing okay here?

2. **I'm looking for a TOEFL book.**

- I'm looking for a book about the TOEFL.
- I'm trying to find books for TOEFL practice.
- I need a book on the TOEFL exam.

3. **Do you want me to show you how to look it up on our computer catalog?**

- Can I show you how to look it up?
- Would you like me to demonstrate how to look it up?
- Do you have time for a tour/demo?

4. **Let's see if we have it.**

- I'll check if it's in.
- We can take a look.
- Let's have a look.

5. **Yes, or you could enter the exact title.**

- Yes. Enter the keyword or title.
- No, just put in the title.
- No. Type in the title of the book instead.

6. **I think it's called *TOEFL Tips for Advanced Learners*.**

- I think it's called *TOEFL Tips*, or something like that.
- It's called something like *TOEFL Tips*.
- I can't remember the exact title.

7. **Would you like to reserve it?**

- Do you want to reserve it?
- Do you want to put it on hold?
- Would you like to put a hold on it?

8. **It looks like it's due back in a few days.**

- It says here that it's due on Friday.
- The due date is June 4.
- It should be returned by Friday.

Listening Practice

Listen to the recording of the dialogue from page 2. Fill in the missing words as you listen. Listen again. Now look back at page 2 and check your work. Did you fill in the correct words? Did you spell everything correctly?

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Student: Yes. I'm _____ a TOEFL book.

Librarian: TOEFL—The Test of English as a Foreign Language.
Do you want me to show you how to look it up on our computer _____?

Student: Yes, please. I'm looking for a specific book that my tutor _____.

Librarian: Let's see if we have it. First, we need to choose the "Library Catalog."

Student: Okay. Now do I just type the _____
"TOEFL" into the _____ field?

Librarian: Yes, or you could enter the exact _____.

Student: Okay. I think it's called *TOEFL Tips for Advanced Learners*.
[typing]

Librarian: It looks like we have it, but _____ right now.
Would you like to _____ it?

Student: Yes. Do I need my _____?

Librarian: Yes. Enter the number from the back of your card, and then enter your
_____. Then choose "Reserve." You'll receive an email
when it's ready to be _____.

Student: Great. It looks like it's _____ back in a few days.
Are there any other TOEFL books available?

Librarian: Let's see...there are five other matches for TOEFL. I'll show you the Standard English
section. Then you can _____ the shelves to see if you want to borrow any.

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Review

Task 1

LISTEN & ANSWER

Listen to the conversation and answer the questions.
Your teacher will tell you if you have to write or say the answers.

1. What is the student's main reason for going to the library?

2. What is the first thing that the librarian teaches the student how to do?

3. Why can't the student borrow the book she needs right now?

4. Why will the student probably receive an email in a few days?

5. What does the student remind herself to do before she goes to the Standard English shelves?

Review cont.

Task 2

QUESTION FORMATION

A. Questions

Write five questions you might ask a librarian.

1. _____
2. _____
3. _____
4. _____
5. _____

B. Answers

Write five possible answers to your questions.

1. _____
2. _____
3. _____
4. _____
5. _____

Task 3

ROLE-PLAY

Find a partner. Imagine that one of you is the librarian and one of you is a student. Use your questions to do a role-play for your teacher.