

Asking for information



John Good morning. I wonder if you could help me. I'm looking for a book called ***The Great Explorers***.

Librarian If we've got it, it'll be over there in the **History** section.

John I've looked, but I can't see it on the shelves.

Librarian Let me just check on the computer ... Do you know the name of the author?

John I think it's **Hammond**.

Librarian Ah, yes. We do have it, but I'm afraid it's out on loan. But I can reserve it for you.

John Yes, please. When is it due back?

Librarian Er, a week tomorrow.

John That's fine.

Librarian OK, if I could just take some details ...

1 **3.11** Read and listen to the dialogue. Answer the questions.

- 1 Why doesn't John get the book that he wants?
- 2 When will he get it?

2 Work in pairs. Practise reading the dialogue in exercise 1, changing the words in **bold**. Use the words in the box and your own ideas.

Library sections adult fiction art and photography
 biography children's fiction cookery film
 foreign languages gardening health and fitness
 history law and business poetry and drama
 reference science and technology sport travel

3 **3.12** Listen to three people in a library. Which two people leave with a book?

4 **3.12** Complete the sentences from the dialogues with the prepositions in the box. Then listen again and check.

down for on out over under up

- 1 All our science books are _____ there.
- 2 It's out _____ loan, I'm afraid.
- 3 Try looking _____ foreign languages.
- 4 You can take _____ up to five books.
- 5 I'm looking _____ a book called *The Ugly Princess*?
- 6 I'll look it _____ on the computer.
- 7 Can you write _____ your name and telephone number?

5 Work in pairs. Prepare a dialogue in a library following the chart below.

Student

Say what book you are looking for.

Librarian

Tell the person where they can find it.

Say that you can't find it.

Check if the book is available. Suggest reserving it.

Ask when it is due back.

Reply.

Decide whether to reserve it or not.

6 Act out your dialogue to the class.

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