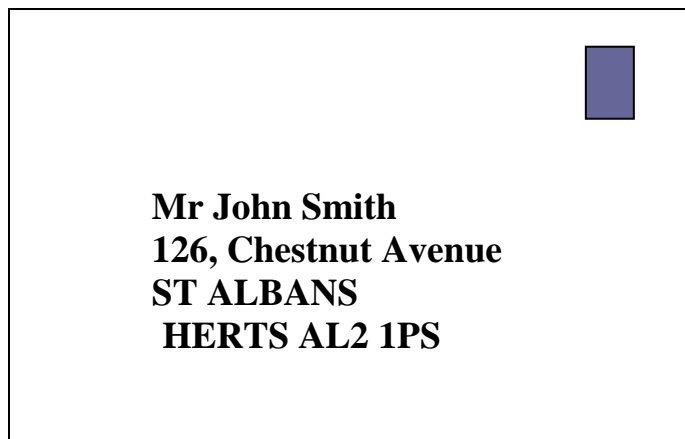


900 exercises in vocational communication	Notes for teachers	B1 / 12
<i>General aim</i>	B : Find out – Collect information	
<i>Level of difficulty</i>	1	
<i>Intermediate aim</i>	1: Find documentary information	
<i>Operational aim</i>	1: Take into account your representations and expand them prior to the initial questions 1.0: Ability to assess the situation 2.0: Foresee the questions that will be asked from a given situation and prepare the answers 3.0: Foresee the questions to be asked and consider two types of answers (yes / no) with a view to asking more precise questions 4.0: Ability to take stock of your representations with a view to expanding them through questions	
<i>Pre-requirements</i>	Ability to read simple sentences Ability to write simple sentences	
<i>Number of exercises</i>	1.0: 4 2.0: 4 3.0: 3 4.0: 4	
<i>Summing-up exercise</i>	1.0: B1/12-1.4 2.0: B1/12-2.4 3.0: B1/12-3.4 4.0: B1/12-4.5	
<i>Comments</i>	In the answer to B1/12-2.5, we have indicated in point 7 “Smoking or non smoking” even though nowadays it is generally forbidden to smoke in trains.	

900 exercises in vocational communication	Example	B1 / 12 – 1.1
		Eval.:

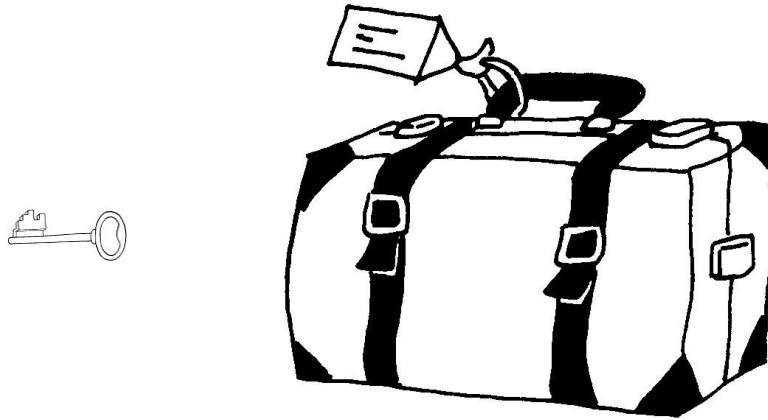


**I have to write a letter and then post it.
What materials do I need?**

Answer:

- writing paper**
- a pen**
- an envelope**
- a stamp**
- my address book**
(in case I have forgotten the
address of my correspondent!)

PLEASE GO TO THE NEXT PAGE

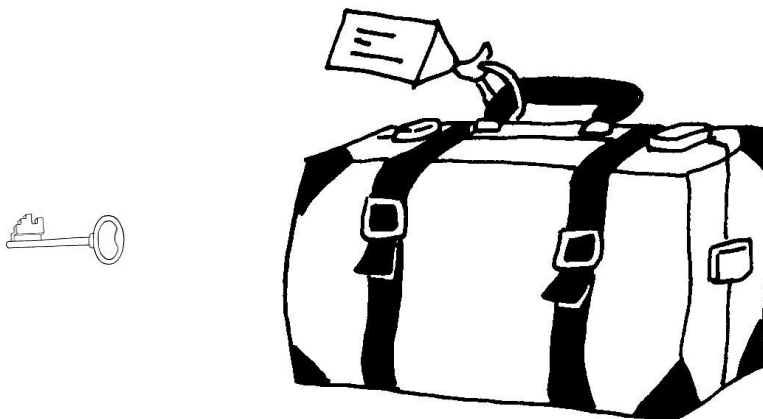


**You have to go away for a month.
There must be no problems during your absence.
So you take certain precautions before leaving.**

Write down these precautions.

1.
2.
3.
4.
5.
6.
7.
8.

**Look at the suggested answers for B1/12-1.2.
Then show your work to the teacher.**



**You have to go away for a month.
There must be no problems during your absence.
So you take certain precautions before leaving.**

Write down these precautions.

- 1. Lock the door.**
- 2. Turn off the water and gas.**
- 3. Close the shutters.**
- 4. Inform the caretaker (if your building has one).**
- 5. Water the plants.**
- 6. Empty the refrigerator, switch it off and leave the door open.**
- 7. Close all the windows.**
- 8. Remove all perishable food.**



Do you like nature? Then this exercise is for you!
You can find a lot of things in a forest.
Think, then find 10 things (plants, animals, etc.).
Make a list of them.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Look at the suggested answers for B1/12-1.3.
Then show your work to the teacher.



Do you like nature? Then this exercise is for you!

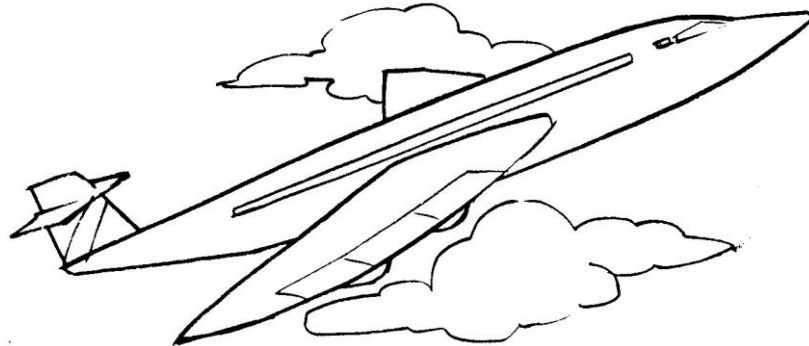
You can find a lot of things in a forest.

Think, then find 10 things (plants, animals, etc.).

Make a list of them.

The list can be very long. Here is a classification by type:

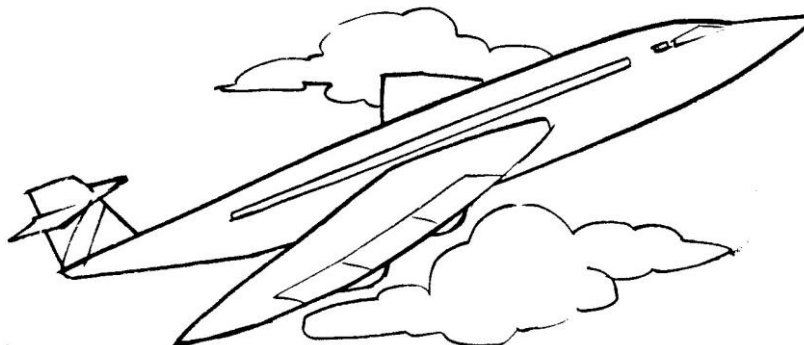
	<i>...In general</i>	<i>Trees</i>	<i>Flowers and fruit</i>	<i>Animals</i>
1.	Trees	Oak	Anemones	Rabbits
2.	Shrubs	Fir trees	Lily of the valley	Insects
3.	Leaves	Chestnut trees	Violets	Squirrels
4.	Flowers	Beech	Primroses	Mice
5.	Grass	Birch	Daffodils	Birds
6.	Moss	Ash	Wild strawberries	Deer
7.	Mushrooms	Sycamores	Raspberries	Wild boar
8.	Branches	Elms	Bilberries	Snakes
9.	Tree trunks	Acacias	Blackberries	Earthworms
10.	Plants...	Pines...	Sloes...	Hedgehogs...



**You have to go away for a week on business.
You are going to a very cold country.
Make a list of 10 things you should not forget to take.**

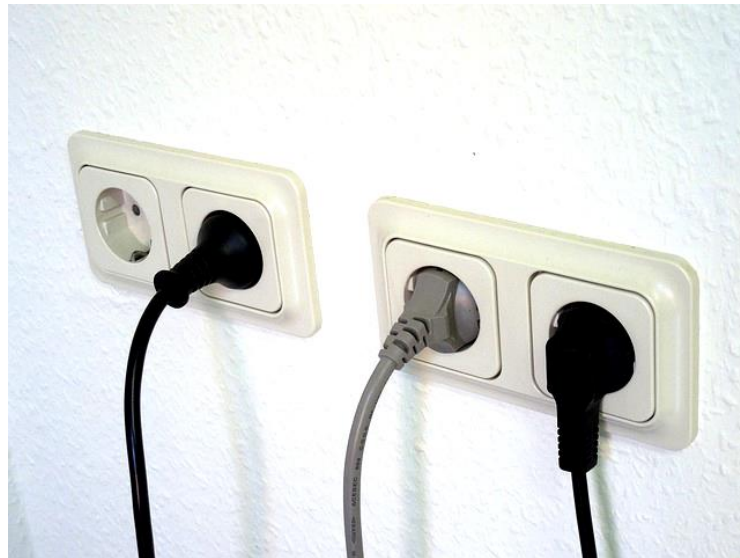
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**Look at the suggested answers for B1/12-1.4.
Then show your work to the teacher.**



**You have to go away for a week on business.
You are going to a very cold country.
Make a list of 10 things you should not forget to take.**

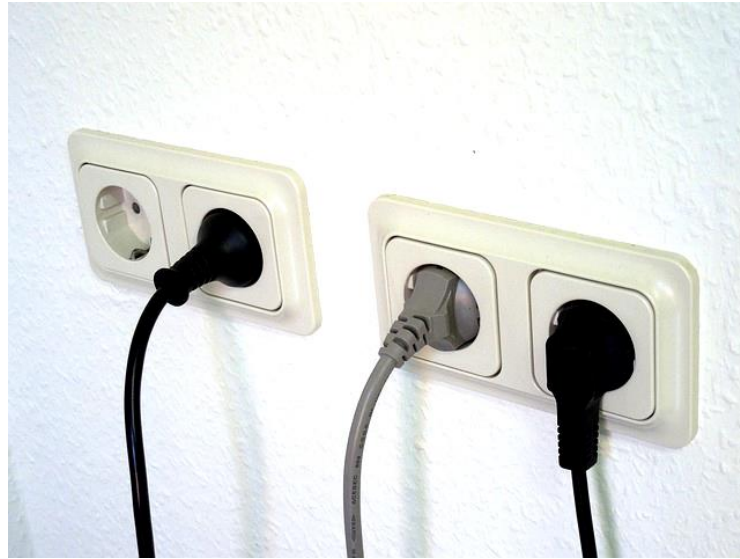
- 1. A thick coat or anorak.**
- 2. A woolly scarf.**
- 3. A hat.**
- 4. A pair of warm gloves.**
- 5. Woollen socks.**
- 6. Warm pullovers.**
- 7. Warm trousers.**
- 8. Warm underwear.**
- 9. Thick, comfortable shoes or boots.**
- 10. Your washing things.**



**At home, we use many electrical appliances.
Make a list of at least 8 common electrical appliances.**


1.
2.
3.
4.
5.
6.
7.
8.

**Look at the suggested answers for B1/12-1.5.
Then show your work to the teacher.**



**At home, we use many electrical appliances.
Make a list of at least 8 common electrical appliances.**

- 1. A vacuum cleaner**
- 2. A washing machine**
- 3. A dishwasher**
- 4. A TV set**
- 5. An electric shaver**
- 6. A toaster**
- 7. A food processor**
- 8. An electric drill**
- 9. A lamp**
- 10. A hair dryer**
- 11. A refrigerator**
- 12. A stereo system...**



**Mrs Marie Turnbull
10, Smithson Avenue
AYLESBURY
BUCKS HP21 3AZ**

**I must give my address to a correspondent.
What information must I not forget?**

Answer:

- My last name**
- My first name**
- The number of my street**
- The name of my street**
- The number of the building
(if it's in a block of flats)**
- The name of the town**
- The postcode**

PLEASE GO TO THE NEXT PAGE



**You are phoning in reply to an advertisement for a flat.
You get the answering machine.
The message asks for your details to call you back.**

**You want them to call you back.
What information must you leave on the answering machine?
(You must NOT FORGET ANYTHING)**

Write your answer here

**Look at the suggested answers for B1/12-2.2.
Then show your work to the teacher.**



**You are phoning in reply to an advertisement for a flat.
You get the answering machine.
The message asks for your details to call you back.**

**You want them to call you back.
What information must you leave on the answering machine?
(You must NOT FORGET ANYTHING)**

Write your answer here

My name

The reason for my call (the ad)

My home phone number

My mobile phone number

When I can be reached on these numbers



You want to find the telephone number of a hotel.

You phone directory enquiries.

What information must you ask for from the person?

(You must NOT FORGET ANYTHING)

Write your answer here

Look at the suggested answers for B1/12-2.3.

Then show your work to the teacher.



You want to find the telephone number of a hotel.

You phone directory enquiries.

What information must you ask for from the person?

(You must NOT FORGET ANYTHING)

Write your answer here

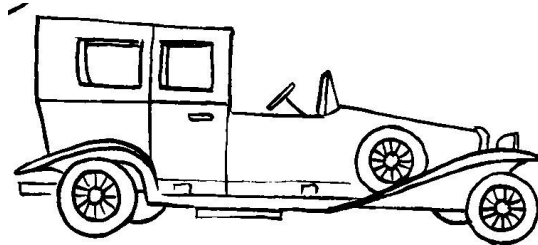
- The full name of the hotel**
- The town (if necessary the country)**
- The street name (and number)**

Example:

I would like to find the telephone number of a hotel:

Hotel Bellevue, at Petitbourg, in Guadeloupe.

It's on the boulevard de la Mer.



**You want to sell your old car.
You have placed an advertisement in a paper.
You have indicated:**

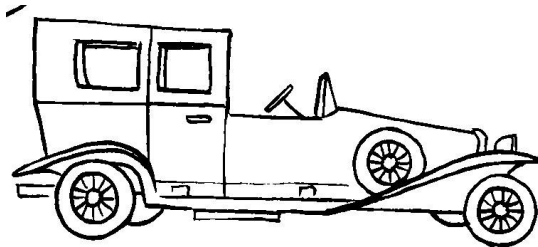
- the year of the car**
- the mileage**
- the price**

**People might ask for other information by phone.
Look for 4 questions people might ask about the car.**

Write your questions here

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

**Look at the suggested answers for B1/12-2.4.
Then show your work to the teacher.**



**You want to sell your old car.
You have placed an advertisement in a paper.
You have indicated:**

- the year of the car**
- the mileage**
- the price**

**People might ask for other information by phone.
Look for 4 questions people might ask about the car.**

Write your questions here

- 1. What colour is it?**
- 2. Has it got its MOT?**
- 3. How many owners has it had?**
- 4. Has the car been in an accident?**
- 5. Has it got two airbags?**
- 6. Has it got power steering?**
- 7. Has it got air conditioning?**
- 8. ...**



**You want to book a train journey.
You go to the station to buy your ticket.
What information must you give to the ticket seller?**

(You must not forget anything.)

Write your answers here

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

**Look at the suggested answers for B1/12-2.5.
Then show your work to the teacher.**



**You want to book a train journey.
You go to the station to buy your ticket.
What information must you give to the ticket seller?**

(You must not forget anything.)

Write your answers here

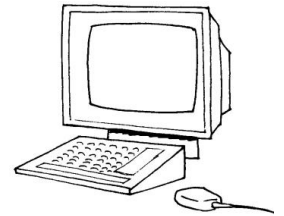
- 1. State the destination**
- 2. State the departure date**
- 3. Indicate the time of departure (if you know it)**
- 4. Say if it's a single or return ticket**
- 5. Say if you want a reduced price**
- 6. Say if it's 1st or 2nd class**
- 7. Smoking or non-smoking**

I have to make a computer programme.

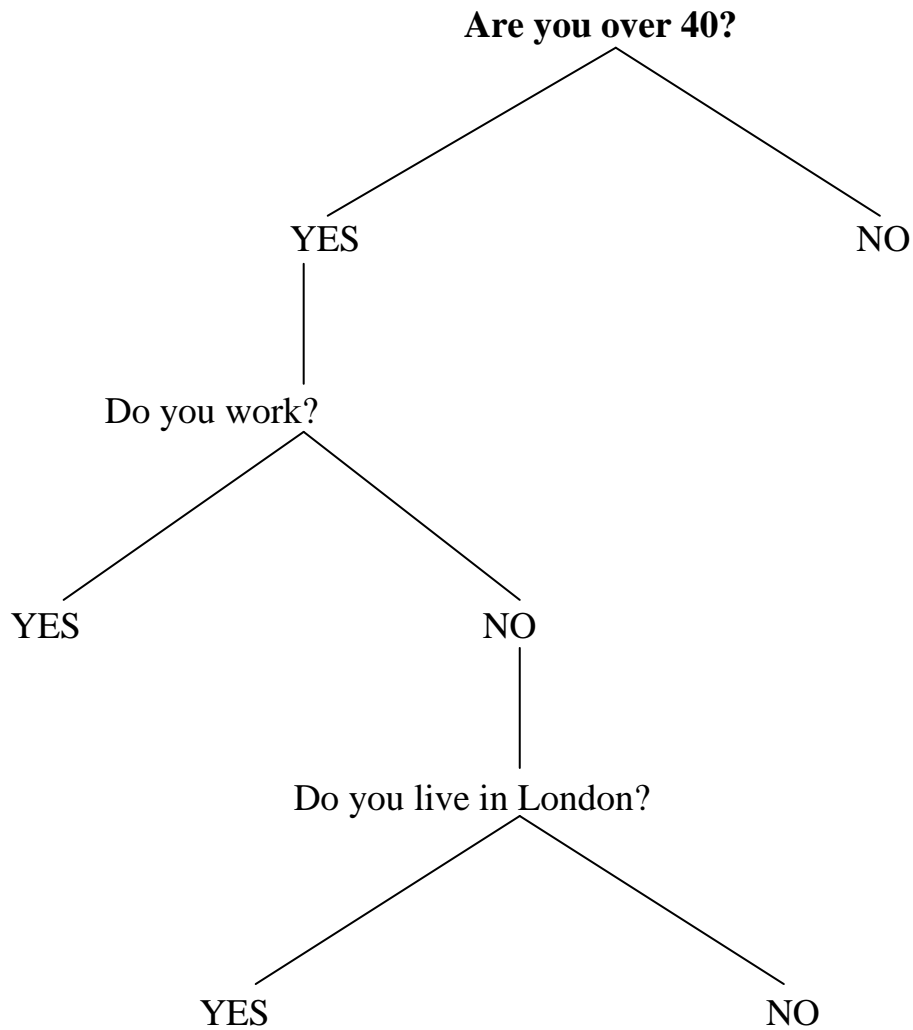
The aim of this programme is:

To find out the number of people:

- *over 40*
- *unemployed*
- *living in London*



The computer can only receive two answers: YES or NO.
So, for each question, I must consider the two 2 answers.



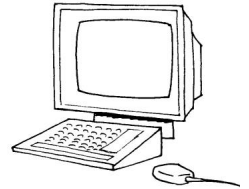
PLEASE GO TO THE NEXT PAGE

You have to make a computer programme.

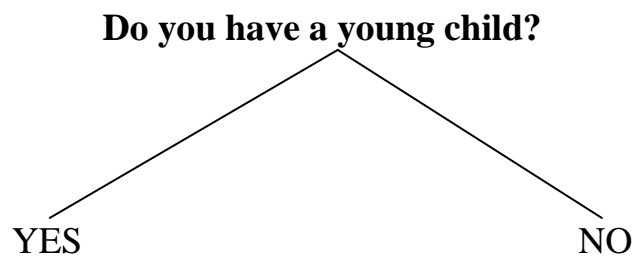
The aim of this programme is:

To find out the number of children in a region:

- under one year***
- who go to a crèche***



The computer can only receive 2 answers: YES or NO.
So, for each question, you must consider the 2 answers.



Look at the answers for B1/12-3.2

You have to make a computer programme.

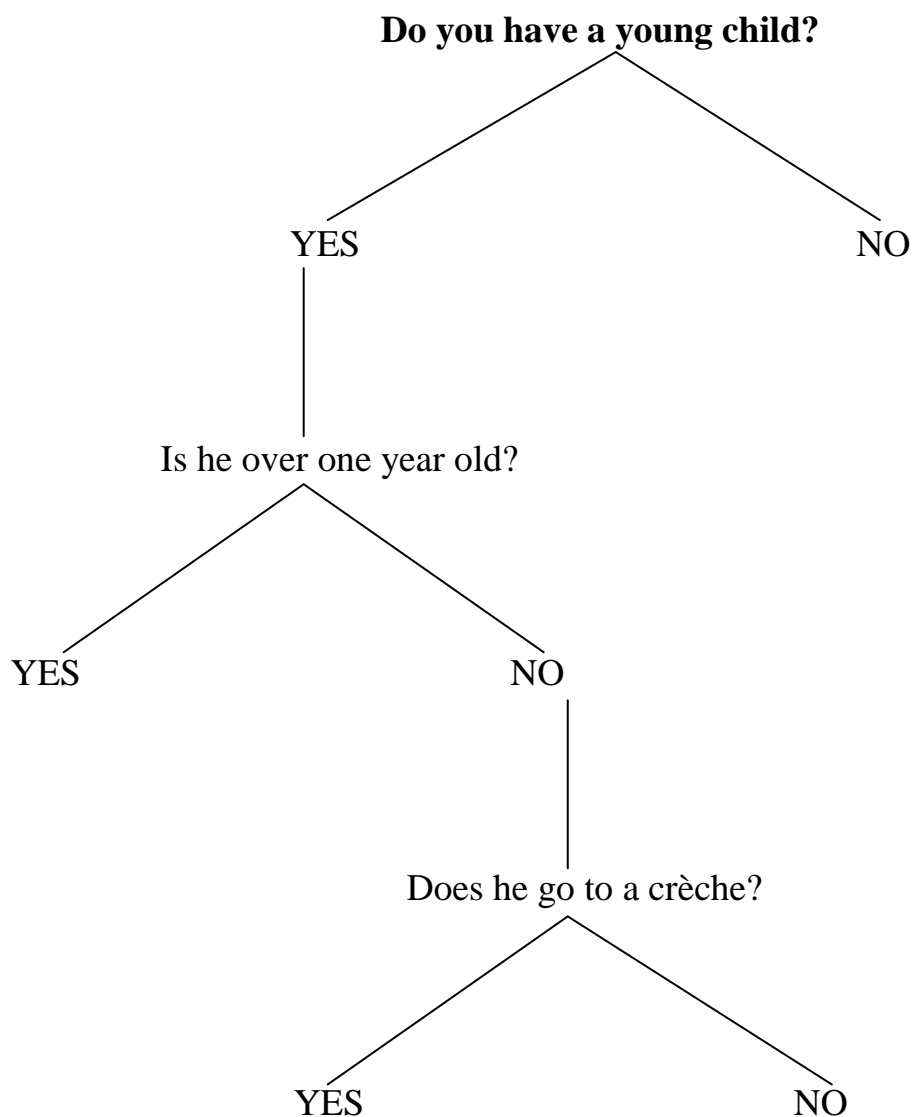
The aim of this programme is:

To find out the number of children in a region:

- under one year

- who go to a crèche

The computer can only receive 2 answers: YES or NO.
So, for each question, you must consider the 2 answers.

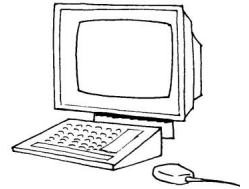


You have to make a computer programme.

The aim of this programme is:

To find out the number of young people in a region:

- aged between 16 and 18*
- who are doing an apprenticeship*
- who live with their parents*



The computer can only receive 2 answers: YES or NO.
So, for each question, you must consider the 2 answers.

Are you between 16 and 18 years old?

YES

NO

Look at the answers for B1/12-3.3

You have to make a computer programme.

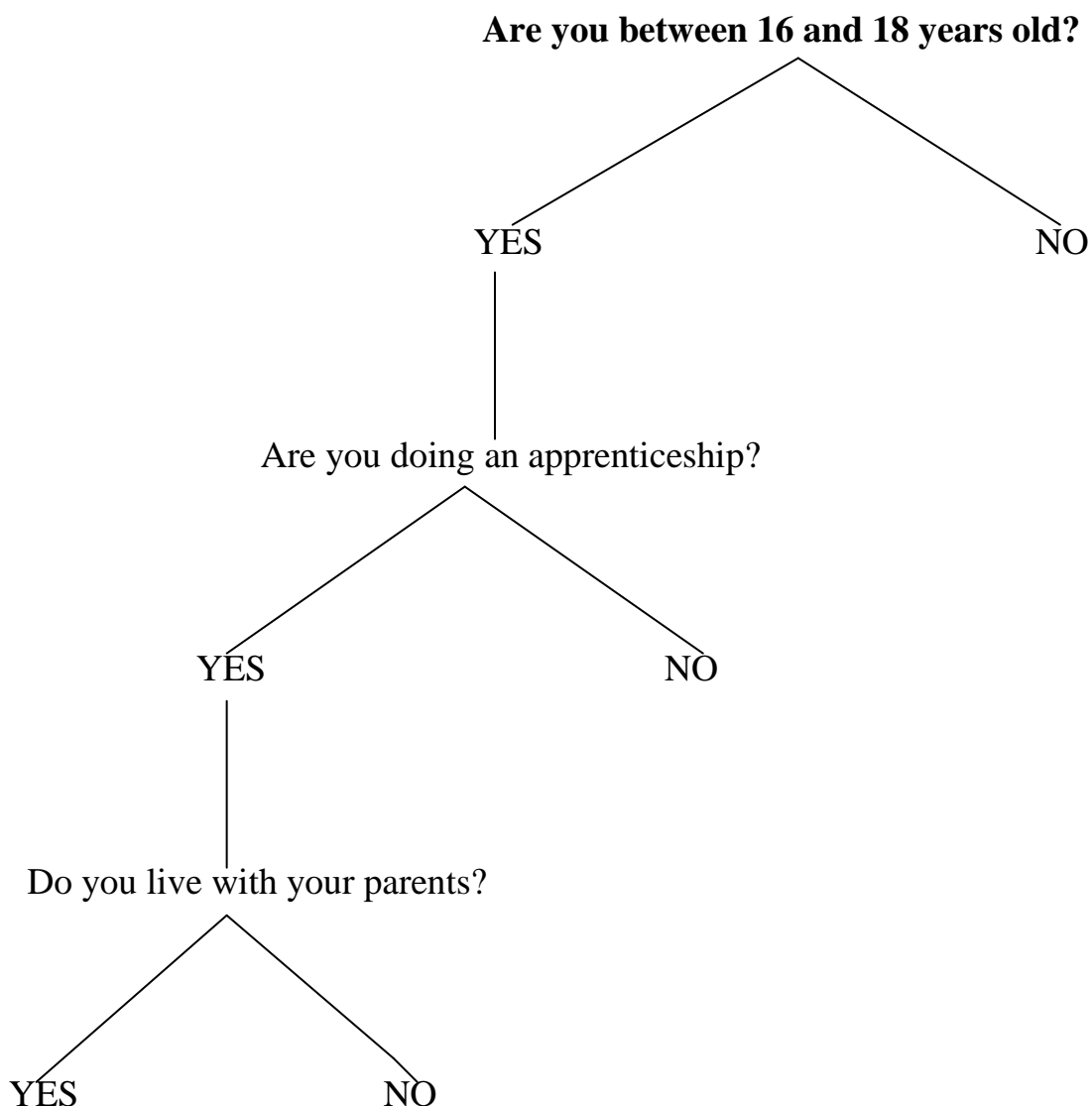
The aim of this programme is:

To find out the number of young people in a region:

- aged between 16 and 18***
- who are doing an apprenticeship***
- who live with their parents***

The computer can only receive 2 answers: YES or NO.

So, for each question, you must consider the 2 answers.



You have to make a computer programme.



The aim of this programme is:

To find out the number of young people in a region:

- under 20***
- who do not yet have a job***
- who have been abroad at least once***

The computer can only receive 2 answers: YES or NO.
So, for each question, you have to consider the 2 answers.

Are you under 20 years old?

YES

NO

Look at the answers for B1/12-3.4

900 exercises in vocational communication	Suggested answers	B1 / 12 – 3. 4
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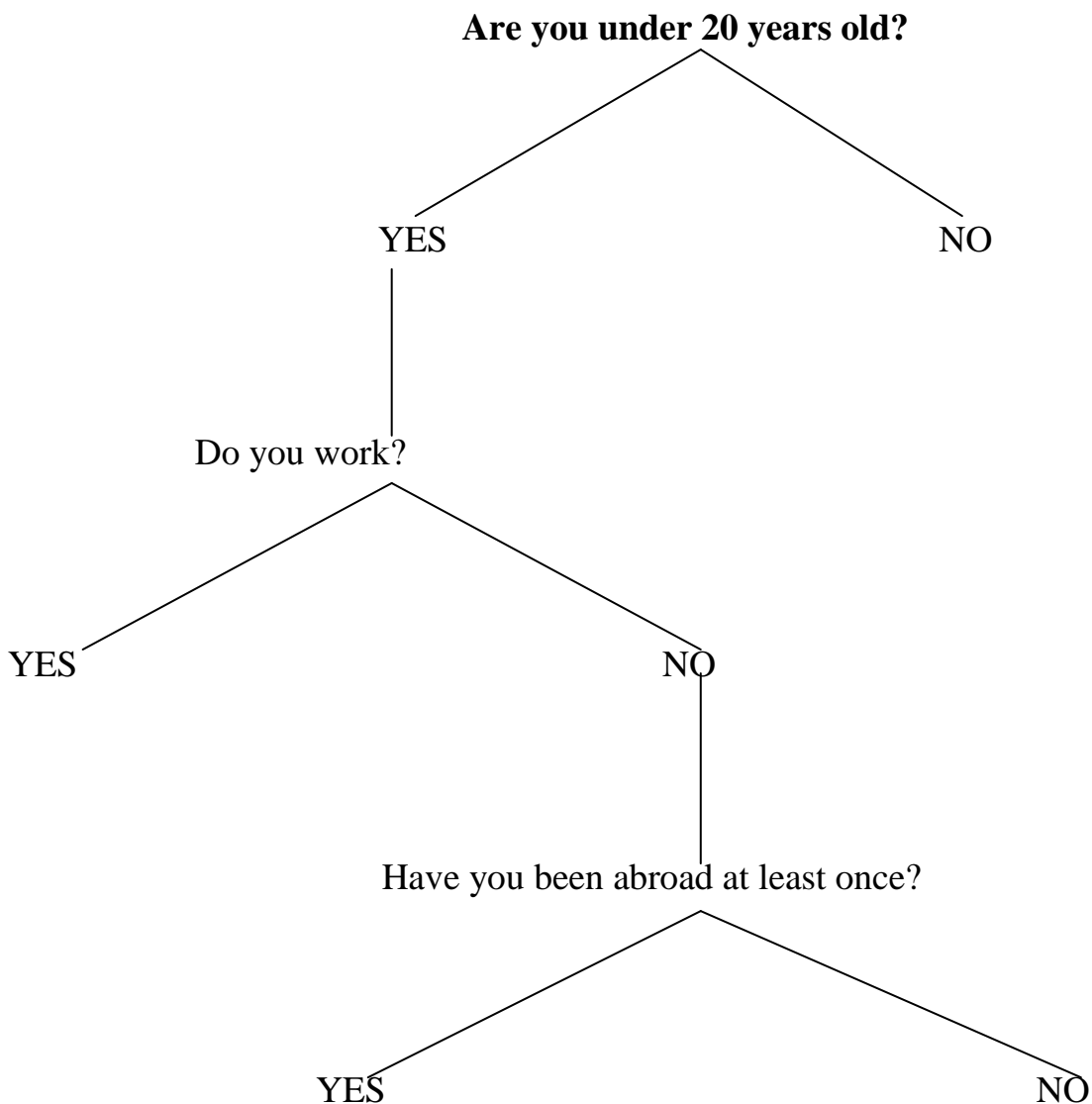
You have to make a computer programme.

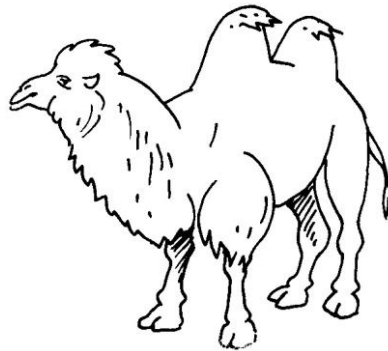
The aim of this programme is:

To find out the number of young people in a region:

- *under 20*
- *who do not yet have a job*
- *who have been abroad at least once*

The computer can only receive 2 answers: YES or NO.
So, for each question, you have to consider the 2 answers.





I know several things about camels.

I am going to try to write everything I know.

- camels are animals
- they have two humps on their backs
- they live in the desert
- you can see them in zoos
- people ride on their backs for transport
- they can also carry goods on their backs
- camels can stay a long time without drinking

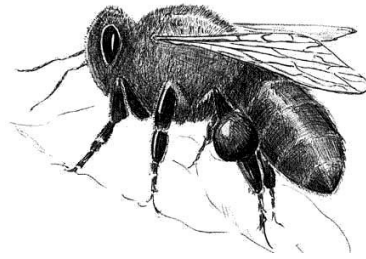
What would I like to know about camels?

I will ask some questions to obtain precise answers.

- *Do camels only live in the desert?*
- *Do their humps contain water?*
- *Do you have to train them?*
- *Are they aggressive?*
- *Do they get frightened easily?*
- *Are they obedient?*
- *How long can they stay without drinking?*
- *What do they eat?*

PLEASE GO TO THE NEXT PAGE

900 exercises in vocational communication	Exercise	B1 / 12 – 4.2 Eval.:
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**You know several things about bees.
You are going to try to write everything you know.**

**What would you like to know about bees?
Ask some questions to obtain precise answers.**

SHOW YOUR WORK TO THE TEACHER

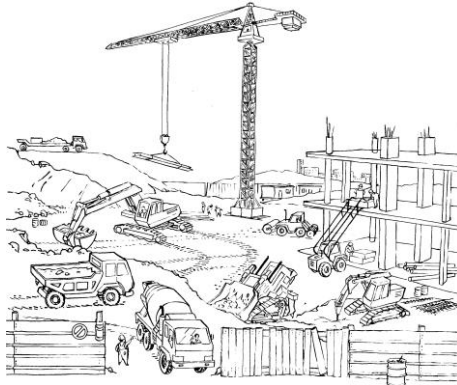
900 exercises in vocational communication	Exercise	B1 / 12 – 4.3
		Eval.:



**You know several things about the moon.
You are going to try to write everything you know.**

**What would you like to know about the moon?
Ask some questions to obtain precise answers.**

SHOW YOUR WORK TO THE TEACHER



**You know several things about cranes.
You are going to try to write everything you know.**

**What would you like to know about cranes?
Ask some questions to obtain precise answers.**

SHOW YOUR WORK TO THE TEACHER



**You know several things about the work of a postman.
You are going to write everything you know.
Write at least 6 things.**

**What would you like to know about the work of a postman?
Ask some questions to obtain precise answers.
Ask at least 6 questions.**

SHOW YOUR WORK TO THE TEACHER