

<b>900 exercises in vocational communication</b>	<b>Notes for teachers</b>	<b>B3 / 11</b>
<b>General aim</b>	B: Find out / Collect information	
<b>Level of difficulty</b>	3	
<b>Intermediate aim</b>	1: Find documentary information	
<b>Operational aim</b>	1: Do research requiring the use of several documentary tools and find the relevant information 1.0: find the documents and the places likely to supply the information 2.0: read a dictionary 3.0: read an article in an encyclopaedia 4.0: read specialised reviews or books	
<b>Pre-requirements</b>		
<b>Number of exercises</b>	<b>B3/11-1.0: Find the documents and the places</b> <b>B3/11-1.1</b> <b>B3/11-1.2: Explanations</b> <b>B3/11-2.0: Read an item in the dictionary</b> <b>B3/11-2.1: Explanations</b> <b>B3/11-2.2</b> <b>B3/11-2.3: Explanations of common and proper nouns</b> <b>B3/11-2.4</b> <b>B3/11-2.5</b> <b>B3/11-2.6</b> <b>B3/11-3.0: Read an article in an encyclopaedia</b> <b>B3/11-3.1: Explanations</b> <b>B3/11-3.2</b> <b>B3/11-4.0: Read specialised books or reviews</b> <b>B3/11-4.1: Explanations</b> <b>B3/11-4.2: Read the front cover of a book</b> <b>B3/11-4.3: Read the back cover</b> <b>B3/11-4.4: Use a table of contents</b> <b>B3/11-4.5: Use an index</b> <b>B3/11-4.6: Use a bibliography</b>	
<b>Summing-up exercise</b>	This module has no summing-up exercise. The variations are found in the contents of what is being read: a dictionary, an encyclopaedia, a review, a book, etc.	
<b>Comments</b>	- Have materials at the ready: dictionaries, encyclopaedias, books and reviews - Some exercises require note taking. This can be worked on in module B3/33 - These exercises are only suggestions. The teacher might find it interesting to use books and reviews that are relevant to the specific work done by the learners.	

<b>900 exercises in vocational communication</b>	<b>Exercise</b>	<b>B3 / 11 – 1.1</b>
		<b>Eval.:</b>

**You are looking for information on the following subjects. Unfortunately, you do not have Internet access.**

**Note where and in what type of document you could find the information.**

1	Which school should I enrol my nephew in?	
2	How to find a flat?	
3	How to repair a leaking tap?	
4	What film should I go and see?	
5	What are my rights as a tenant?	
6	Who was Walt Disney?	
7	How can I prepare my holiday in Portugal?	
8	What does the expression “stock taking” mean?	
9	Am I entitled to unemployment benefit?	
10	What is the capital of Senegal?	

Look at the answers for B3/11-1.1

<b>900 exercises in vocational communication</b>	<b>Suggested answers</b>	<b>B3 / 11 – 1.1</b>
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1	Which school should I enrol my nephew in?	<ul style="list-style-type: none"> <li>- In a school</li> <li>- In the local papers</li> </ul>
2	How to find a flat?	<ul style="list-style-type: none"> <li>- In the classified ads of a local paper</li> <li>- In specialised papers</li> <li>- In catalogues of estate agencies</li> </ul>
3	How to repair a leaking tap?	<ul style="list-style-type: none"> <li>- In a DIY book or magazine</li> <li>- In information sheets of DIY stores</li> </ul>
4	What film should I go and see?	<ul style="list-style-type: none"> <li>- In a cinema magazine</li> <li>- In the magazines</li> </ul>
5	What are my rights as a tenant?	<ul style="list-style-type: none"> <li>- In legal advice bureaux papers</li> <li>- In social services</li> </ul>
6	Who was Walt Disney?	<ul style="list-style-type: none"> <li>- In a dictionary</li> <li>- In an encyclopaedia</li> </ul>
7	How can I prepare my holiday in Portugal?	<ul style="list-style-type: none"> <li>- In travel agency brochures</li> <li>- From friends and acquaintances</li> </ul>
8	What does the expression “stock taking” mean?	<ul style="list-style-type: none"> <li>- In a dictionary</li> </ul>
9	Am I entitled to unemployment benefit?	<ul style="list-style-type: none"> <li>- In employment agencies</li> <li>- In social services offices</li> </ul>
10	What is the capital of Senegal?	<ul style="list-style-type: none"> <li>- In a dictionary</li> <li>- In an encyclopaedia</li> </ul>

**Where to look for information?**

**The library**

- A dictionary (see exercises B3/11-20)
- An encyclopaedia (see exercises B3/11-30)
- Specialised reviews (see exercises B3/11-40)

**Multimedia library**

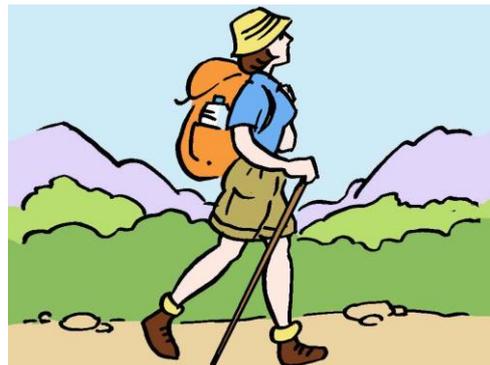
- Films, slides, photos...
- CD-ROMs, DVD-ROMs (see exercises B3/12)

**The services in your town and local associations** often have very clear information. Depending on what you require, do not hesitate to open the door and ask...

The list of these services can usually be found in the phone book or yellow pages.

Examples of associations and services:

- Job centre
- Citizens advice bureau
- Family planning
- Legal aid centre
- Medical centre
- Local education authority
- Adult education centre
- ...



**Shops**

- Catalogues or brochures: estate agencies, ready to wear shops, DIY stores, travel agencies, ...
- Ideas for recipes: at the butcher's, the baker's and... the grocer's, ... or in supermarkets.

**Bookshops and newsagents**

- You can buy specialist magazines (DIY, home improvement, motorbikes, cars, fishing, etc.) or interesting books on subjects that interest you.
- You can buy newspapers with local information or classified ads.

**Radio and television (see exercises B3/12)**

Read the magazines: there are a lot of interesting programmes. Remember you can also record them.

**Internet (see exercises B3/12)**

This is without a doubt the most complete source of information. But it can be difficult to choose the right websites from so many possibilities. We give you some advice in exercise B3/12.

**Read an entry in a dictionary**

To find out more about a given subject, the first reference tool is **the dictionary**. You will find lists of words in **alphabetical order** followed by their definition.

Sometimes dictionaries are hard to understand because they use **particular abbreviations and acronyms**. Their explanations are often at the beginning of the book.

One word can have **several definitions**. You must find the one you are looking for.

Sometimes an explanation of a word is not enough. The dictionary proposes **other words that you can look for** and that will help you further in your research.



**You want to improve communication at your place of work.  
You would like to talk about it at the next team meeting.  
First you look up the word in the dictionary.**



**Here is the definition given in the “Collins English Dictionary”:**

**Communication n.**

1. the act or an instance of communicating; the imparting or exchange of information, ideas or feelings.
2. sth communicated, such as a message, letter or telephone call.
- 3.a. (*usually pl., sometimes functioning as sing.*) the study of ways in which human beings communicate, including speech, gesture, telecommunication systems, publishing and broadcasting media, etc.
- b. (*as modifier*) *communication theory*.
4. a connecting route, passage or link

Go to the next page

**1- Understand abbreviations and codes**



n.: .....  
 pl.: .....  
 sing.: .....  
 sth.: .....

Why are some expressions written in italics (“*communication theory*”)?

.....  
 .....

**2- Find the definitions that correspond to what you are looking for.**

Which definitions of the word communication ( 1, 2, 3, or 4) come closest to what you are looking for to improve the communication at your place of work?

.....  
 .....

**3- Do these definitions of the word “communication” refer you to other words in the dictionary that might complete your research? Which words?**

.....  
 .....

**Look at the suggested answers for B3/11-2.2**

**1- Understand abbreviations and codes**



n.: noun

pl.: plural

sing.: singular

sth: something

**Why are some expressions written in italics (“*communication theory*”)?**

They are examples in which the word is used.

It can help us to understand a complicated definition.

.....

**2- Find the definitions that correspond to what you are looking for.**

Which definitions of the word communication (1, 2, 3, or 4) come closest to what you are looking for to improve the communication at your place of work?

Definitions 1 and 3a come closest to what you are looking for.

.....

**3- Do these definitions of the word “communication” refer you to other words in the dictionary that might complete your research? Which words?**

You could continue your research by looking up in the dictionary information on:

- “exchange”
- “publishing”

or look up less common words like:

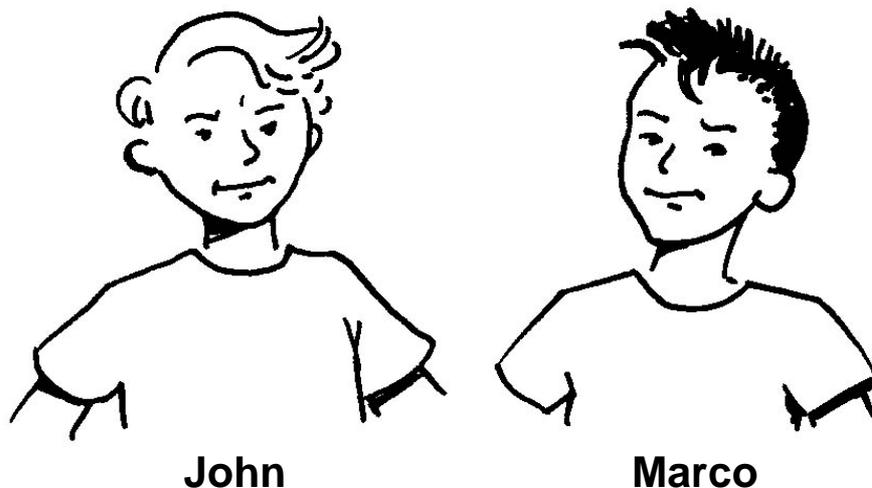
- “broadcasting media”
- “impart”

There are two sorts of noun: **common nouns and proper nouns.**

Here are some examples:

Common nouns	Proper nouns
A man	Joe Bloggs
A country	Belgium
A dog	Fido
A city	London
A river	The Thames

**The proper noun** is therefore the particular, individual name that we give to a person, an animal or a thing. Proper nouns always begin with a capital letter.



There are dictionaries of proper nouns. Some dictionaries have a separate part for proper nouns.

When you look up a word in a dictionary, check that your dictionary also has proper nouns.

**Common noun or proper noun?**



If a word inside a sentence begins with a capital letter, it is a proper noun!

But be careful: sentences always begin with a capital letter, even if the first word is not a proper noun! Do not confuse them!

**Underline the proper nouns in this text.**

When Maria arrived in Rome, the first thing she saw was the Termini station. She then got off at the Coliseum. The ruins of this enormous circus were very impressive. Continuing her walk, she went into the Roman Forum. She admired the columns of the temple of Saturn. The Etruscans drained the marshy plains that eventually became the Forum, at the foot of the Palatino Hill.

Then she began to look for the house of her friend Lucia. She met Lucia in Belgium. Lucia is Italian and was taking a language course in Brussels to learn French. Lucia and Maria became friends and Lucia invited her to Italy.

While walking in the narrow streets, she discovered little shops full of beautiful colours and smells. She reached the Piazza Navona. The bells were ringing ... and a bride and groom were coming out of the Santa Agnese Church. Maria thought of Hugo, the boy she loved. One day, maybe, ... she too...

But for now, she was looking for Garibaldi Street to find her friend Lucia!

Look at the answers for B3/11-2.5

**Underline the proper nouns in this text.**

When Maria arrived in Rome, the first thing she saw was the Termini station. She then got off at the Coliseum. The ruins of this enormous circus were very impressive. Continuing her walk, she went into the Roman Forum. She admired the columns of the temple of Saturn. The Etruscans drained the marshy plains that eventually became the Forum, at the foot of the Palatino Hill.

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While walking in the narrow streets, she discovered little shops full of beautiful colours and smells. She reached the Piazza Navona. The bells were ringing ... and a bride and groom were coming out of the Santa Agnese Church. Maria thought of Hugo, the boy she loved. One day, maybe, ... she too...

But for now, she was looking for Garibaldi Street to find her friend Lucia!

<b>900 exercises in vocational communication</b>	<b>Exercise</b>	<b>B3 / 11 – 2.5</b>
		<b>Eval.:</b>

### Choose the correct definition

For each word, underline the most exact definition.

<b>curator</b>	<ul style="list-style-type: none"> <li>- <u>the head of a museum or art gallery</u></li> <li>- someone who cures illnesses</li> </ul>
<b>tax</b>	<ul style="list-style-type: none"> <li>- an annual payment</li> <li>- <u>a contribution required by the State</u></li> </ul>
<b>procedure</b>	<ul style="list-style-type: none"> <li>- <u>a method used to obtain a certain result</u></li> <li>- a trial at court</li> </ul>
<b>form</b>	<ul style="list-style-type: none"> <li>- a paper to complete</li> <li>- <u>a printed document with spaces to insert facts or answers</u></li> </ul>
<b>negotiate</b>	<ul style="list-style-type: none"> <li>- <u>to try to reach an agreement through discussion</u></li> <li>- to convince others that you are right</li> </ul>
<b>punctual</b>	<ul style="list-style-type: none"> <li>- <u>arriving on time</u></li> <li>- a pointed object</li> </ul>
<b>hygiene</b>	<ul style="list-style-type: none"> <li>- working conditions</li> <li>- <u>a set of practices to preserve health and, à cleanliness, etc.</u></li> </ul>
<b>union</b>	<ul style="list-style-type: none"> <li>- <u>a group to defend common economic interests</u></li> <li>- a group of angry workers</li> </ul>
<b>contract</b>	<ul style="list-style-type: none"> <li>- <u>an agreement between two or more people</u></li> <li>- an essential document at work</li> </ul>
<b>foreman</b>	<ul style="list-style-type: none"> <li>- a tutor in a company</li> <li>- <u>someone who supervises workers in a factory</u></li> </ul>

Look at the answers for B3/11-2.6

<b>900 exercises in vocational communication</b>	<b>Answers</b>	<b>B3 / 11 – 2.5</b>
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### Choose the right definition

For each word, underline the most exact definition.

<b>curator</b>	<ul style="list-style-type: none"> <li>- <u>the head of a museum or art gallery</u></li> <li>- someone who cures illnesses</li> </ul>
<b>tax</b>	<ul style="list-style-type: none"> <li>- an annual payment</li> <li>- <u>a contribution required by the State</u></li> </ul>
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<b>900 exercises in vocational communication</b>	<b>Exercise</b>	<b>B3 / 11 – 2.6</b>
		<b>Eval.:</b>



**Look something up in the dictionary**

**REMINDER:**

If, in the middle of a sentence, a word begins with a **capital letter**, it is a proper noun!

Look in the dictionary for the answers to these questions.

1	What nationality was Beethoven?	
2	What is a connecting rod?	
3	When did Gandhi die?	
4	What is the capital of Morocco?	
5	Is a koala an African bird?	
6	In which year did Vesuvius destroy Pompeii?	
7	What is daltonism?	
8	In which country is the city of Sofia?	
9	How many countries does the River Meuse flow through?	
10	What does “to slice” mean?	

Look at the answers for B3/11-2.7

<b>900 exercises in vocational communication</b>	<b>Suggested answers</b>	<b>B3 / 11 – 2.6</b>
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Here are the answers found in the dictionary: Collins English Dictionary

1	What nationality was Beethoven?	<b>German.</b>
2	What is a connecting rod?	<b>Part of a machine that transmits the movement.</b>
3	When did Gandhi die?	<b>He was assassinated in 1948 by a Hindu extremist.</b>
4	What is the capital of Morocco?	<b>Rabat.</b>
5	Is a koala an African bird?	<b>No. It is an Australian mammal.</b>
6	In which year did Vesuvius destroy Pompeii?	<b>In 79 BC.</b>
7	What is daltonism?	<b>A problem of sight, usually involving confusion between red and green.</b>
8	In which country is the city of Sofia?	<b>In Bulgaria.</b>
9	How many countries does the River Meuse flow through?	<b>France, Belgium and the Netherlands.</b>
10	What does “to slice” mean?	<b>To cut something into parts.</b>

**Read an article in an encyclopaedia**

**Encyclopaedias** give much more complete information than dictionaries.

They aim to sum up all the knowledge that exists on any given subject.

They can be found in libraries, or in information centres.

They also exist on CD-Rom or DVD-Rom.



**Read an encyclopaedia: the table of contents**

You would like to find some information on various subjects.  
You go to the library and discover an encyclopaedia. The subjects are in alphabetical order.  
But how do you find the information you are looking for quickly?

You open the encyclopaedia and find **the table of contents**. The main headings are reproduced below:

- 1. A HISTORY OF MAN**
- 2. WORLD AFFAIRS**
- 3. NATURAL SCIENCES**
- 4. SCIENCE AND TECHNIQUES**
- 5. THE HUMAN BODY**
- 6. FOOD**
- 7. ARTISTS AND ART**
- 8. SPORT**
- 9. SIGNS AND CODES**
- 10. ENGLISH, FRENCH AND MATHEMATICS**

In which chapter of the encyclopaedia could you find information on the following subjects:

Subjects	Chapter no
Diseases	
The effects of coffee on your health	
Prehistoric man	
Sign language	
Rock music	
Volcanoes	
The European Economic Community	
Football	
The first steps on the moon	
Spelling	

Look at the answers for B3/11-3.2

<b>900 exercises in vocational communication</b>	<b>Suggested answers</b>	<b>B3 / 11 – 3.2</b>
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You open the encyclopaedia and find **the table of contents**. The main headings are reproduced below:

<b>1- A HISTORY OF MAN</b>
<b>2- WORLD AFFAIRS</b>
<b>3- NATURAL SCIENCES</b>
<b>4- SCIENCE AND TECHNIQUES</b>
<b>5- THE HUMAN BODY</b>
<b>6- FOOD</b>
<b>7- ARTISTS AND ART</b>
<b>8- SPORTS</b>
<b>9- SIGNS AND CODES</b>
<b>10- ENGLISH, FRENCH AND MATHEMATICS</b>

In which chapter of the encyclopaedia could you find information on the following subjects:

Subjects	Chapter no
Diseases	<b>5</b>
The effects of coffee on your health	<b>6</b>
Prehistoric man	<b>1</b>
Sign language	<b>9</b>
Rock music	<b>7</b>
Volcanoes	<b>3</b>
The European Economic Community	<b>2</b>
Football	<b>8</b>
The first steps on the moon	<b>4</b>
Spelling	<b>10</b>

You are looking for information on healthy eating. In particular, you are looking for which foods contain protein.

Here is an extract from an encyclopaedia dealing with the subject. **Do not read it yet.** Go to page 2.

## **A balanced diet**

**Most wild animals know what food is good for them. Human beings, who have not lived naturally for a very long time, have forgotten how to follow their instinct.**

**The study of healthy eating, which deals with foods and their effects on us, teaches us how to choose a balanced diet. Each person has particular energy needs.**

### **Varied diet**

Our body needs a varied diet to build or repair cells and to function correctly. Certain foods supply energy: fats, carbohydrates and proteins. Others are rich in essential chemical elements: vitamins, amino acids and minerals. Energy from food is measured in kilocalories. Certain shortages or excesses of any type of nutrient can be detected with a blood test.

### **For plenty of energy... carbohydrates!**

Carbohydrates are sugars. They are a source of instant energy. Some foods that do not actually taste sweet contain sugars: bread, potatoes and pulses, for example. Fruit and milk also contain sugar.

### **Fats... but not too many.**

Fats can be hidden in many foods, like biscuits and chocolate. Meat can also contain a large amount. Fats should not exceed 35% of our total diet.

### **A good body builder: protein.**

Proteins are the main support of our organism: skin, muscles, bones, hormones and antibodies are made up simply of long chains of protein. Meat, fish, eggs, nuts and starches contain a lot of protein.

### **A, B, C, D ... the vitamin alphabet**

A balanced diet supplies our bodies with all the necessary vitamins. They include:

*Vitamin A and carotene*, found in liver, butter, egg yolk, dairy products, dark green vegetables, carrots, parsley, wheat germ, etc., is good for the eyesight, and increases resistance to infections.

*Vitamin C*, the best known, is found in all fruits and vegetables as long as they are eaten raw and very fresh. Vitamin C increases our resistance and helps growth. Lack of vitamin C was the main cause of scurvy, which was common on ships before the advent of ocean liners.

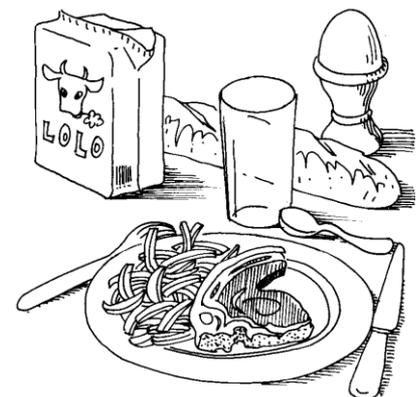
*Vitamin D*, which develops naturally with the sunshine from elements found in the skin, is found in very small quantities in fatty foods. Without it, the bones cannot develop normally.

*Vitamin K*, found in liver, tomatoes, spinach, cabbage, etc., helps our blood to coagulate.

### **Minerals**

Calcium helps our bones. Phosphorous regulates our calcium. Iron helps build red blood cells. A shortage of iron leads to anaemia. Iodine is a fundamental element in the constitution of hormones.

From the encyclopaedia  
**Mémo Junior Larousse.**





Here is some advice for finding information more quickly:

1. **Skim over the whole text** without reading every word. It is divided into different parts called “**paragraphs**”.

- Is there an **introduction**??  
Circle it and read it to see if the article is what you are looking for.
- In this article, how many **paragraphs** are there?  
There are ... paragraphs. Underline their titles.

2. Can you **imagine the contents** of some paragraphs just by reading their title?

- Try to get some ideas about the contents of each paragraph just by reading its title.
- Which paragraph will tell you most about what you are looking for, i.e.: the importance of proteins in food?  
Circle this paragraph.

3. Start by **reading the text of the paragraph** you are interested in.

Take notes, underline or highlight the really important words for what you are looking for. (You will find an exercise on note taking in B3/33.)

4. **Then look for other titles of paragraphs** that might complete your search.

5. **Read them and take notes** or highlight the important parts.

6. **Reread your notes** to check that they give you the essential information that you want to obtain.

Go to the next page

**1- Skim over the whole text** without reading every word. It is divided into different parts called “**paragraphs**”.

- Is there an **introduction**?  
*Yes, under the title, the first paragraph written in bold constitutes the introduction.*
- In this article, how many **paragraphs** are there?  
*There are 6 main paragraphs. Their titles are written in bold.*

**2- Can you imagine the contents** of some paragraphs just by reading their title?

- Try to get some ideas about the contents of each paragraph just by reading its title.
- Which paragraph will tell you most about what you are looking for, i.e.: the importance of proteins in food?  
*It is the paragraph called “A good body architect: protein”*

**3- Start by reading the text of the paragraph** you are interested in.

Take notes, underline or highlight the really important words for what you are looking for. (You will find an exercise on note taking in B3/33.)

*In answer to your first question, the important words are:  
“meat”, “fish”, “eggs”, “starches”.*

**4- Then look for other titles of paragraphs** that might complete your search.

**5- Read them and take notes** or highlight the important parts.

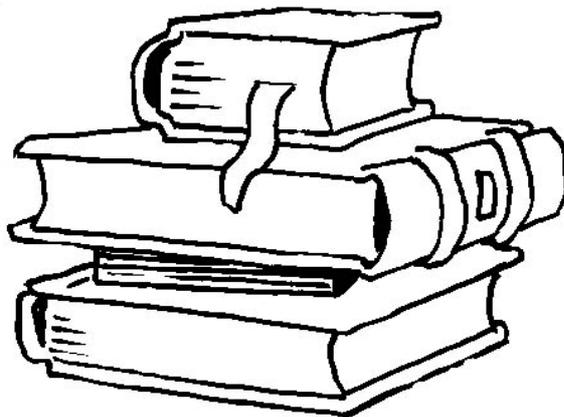
**6- Reread your notes** to check that they give you the essential information that you want to obtain.

### Read specialised books or reviews

At the library, you can find specialised books or reviews on a subject you are interested in.

Ask to look at the catalogue or ask advice from the librarian.

A book contains a lot of information and you certainly do not have to read the whole book to obtain the information you want.



There are some techniques to make it quicker and easier:

- Read the information on **the front and back covers of the book**. This will enable you to check whether the book corresponds to what you want.
- Consult **the table of contents**: you will know which chapter to look at to find your information.
- Consult **the index**: it will tell you if the words you are looking for are in the book, and on which page you will find them.
- Consult **the bibliography**: it will give you other books which deal with the same subject, sometimes more suitably.

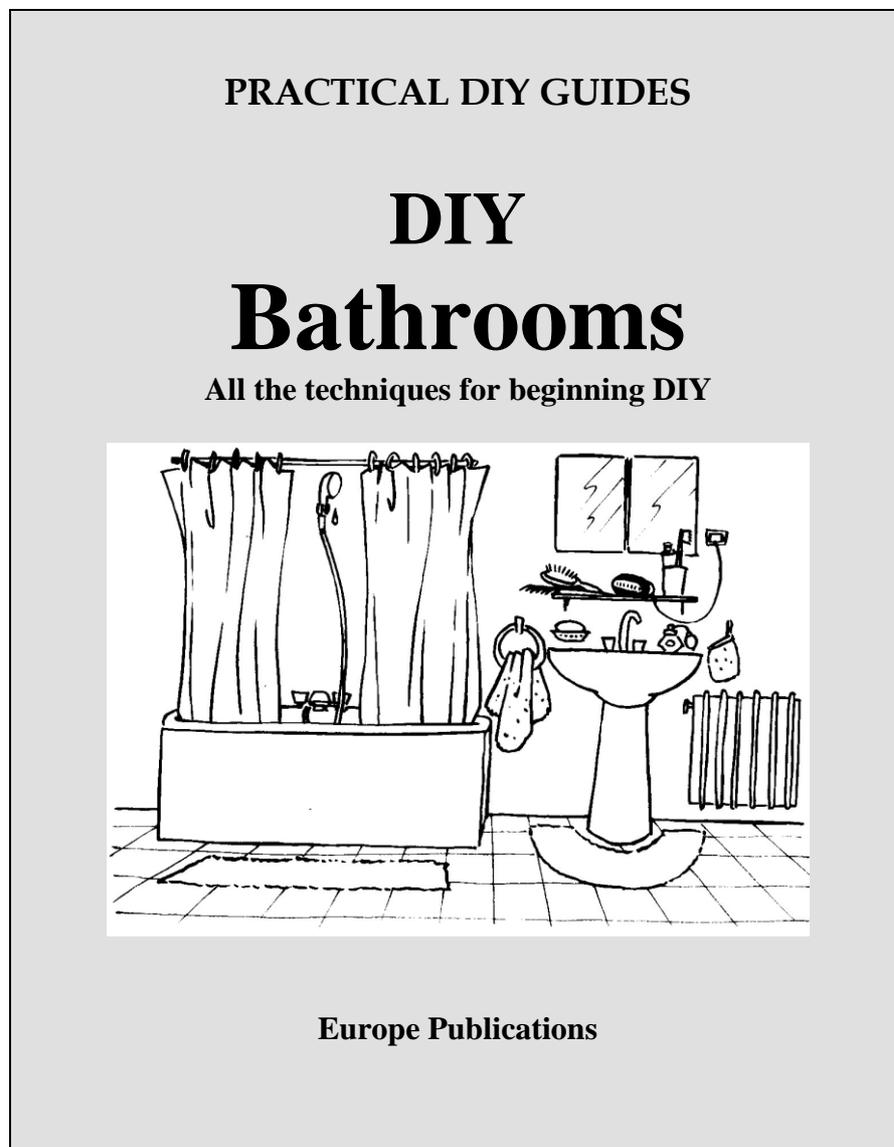
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**Read specialised books or reviews: the front cover**

You are looking for information on how to unblock the basin in your bathroom. You do not know anything about this field.

You find a book with the title “DIY Bathrooms”

1. **Read the front cover:** It gives you some information on the subject and tells you whether the book corresponds to what you are looking for.



Go to the next page

**By looking at the front cover...**

What indications tell you that you will find information about DIY in bathrooms?

- .....
- .....
- .....
- .....
- .....

What indications tell you that this book is also for DIY beginners?

- .....
- .....
- .....
- .....

Look at the answers for B1/31-4.2

**By looking at the front cover...**

What indications tell you that you will find information about DIY in bathrooms?

- *The picture of the bathroom*
- *The title: “DIY Bathrooms”*
- *The sentence under the title: “All the techniques... “*
- *Le titre de la collection: “Practical DIY Guides”*

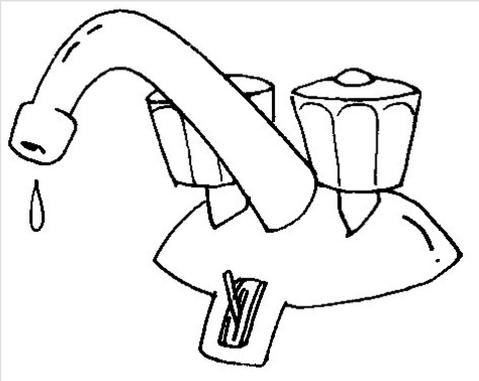
What indications tell you that this book is also for DIY beginners?

- *The picture at the top showing a disorientated person trying to think*
- *The title of the collection: “Practical DIY Guides”*
- *The expression “beginning DIY”*

**Look at the back cover.**

**PRACTICAL DIY GUIDES**

**DIY Bathrooms**



- ▶ **Simple DIY projects for quick repairs or for looking after and improving your bathroom.**
- ▶ **Clear, precise explanations to guide you in all your tasks.**
- ▶ **Step-by-step illustrations to help you: over 100 pictures.**
- ▶ **Advice on children's safety, as well as how best to arrange your bathroom.**

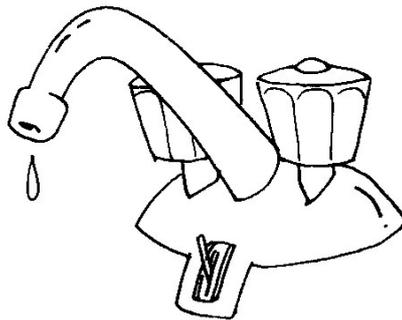
**Europe Publishing**

Go to the next page

**Underline only the information given on this page:**

- The price
- The author of the book
- The title of the book
- The number of drawing in the book
- The number of pages
- This book gives ideas about bathroom lighting
- This book gives advice on children's safety
- This book teaches you how to tile a bathroom wall
- This book tells you how to arrange a bathroom
- This book is for specialists

**On the back cover, underline all the indications which tell you that this book is for beginners.**



Look at the answers for B3/11-4.3

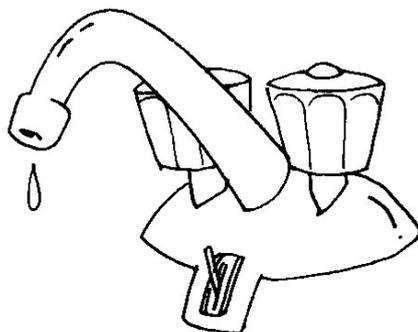
**Underline only the information given on this page:**

- The price
- The author of the book
- The title of the book
- The number of drawing in the book
- The number of pages
- This book gives ideas about bathroom lighting
- This book gives advice on children's safety
- This book teaches you how to tile a bathroom wall
- This book tells you how to arrange a bathroom
- This book is for specialists

**On the back cover, underline all the indications which tell you that this book is for beginners.**

The following words are concerned:

- simple DIY projects*
- quick repairs*
- clear, precise explanations*
- to guide you*
- step by step*



<b>900 exercises in vocational communication</b>	<b>Exercise</b> (Page 1)	<b>B 3 / 11 – 4.4</b>
		<b>Eval.:</b>

**Use a table of contents**

The table of contents is at the beginning of a book.  
It lists the chapters in the book and indicates their page numbers.

By looking at this, you can find the chapter you want very quickly.

\*\*\*\*\*

**On the next page you will find the table of contents of the book “DIY Bathrooms”.**

**Complete the following chart with the page number(s) where you would find the desired information.**

**Careful, sometimes you might need to consult several pages for the same information.**

	<b>You want to know ...</b>	<b>Page(s)</b>
1	How to put up shower curtains	
2	What kind of paint to use in a bathroom	
3	How to air the bathroom	
4	How to fix the toilet flush	
5	How high to fit the light switches	
6	How to remove sediment from your immersion heater	
7	How to mend a leaky tap	
8	How to avoid accidents with your children in the bathroom	
9	What type of silicone to use for the seal around the basin	
10	If it is better to put tiles or parquet on the floor	

Go to the next page

**CONTENTS**

<b>4</b>	<b>Introduction</b>
<b>5-13</b>	<b>Safety and maintenance</b>
5	Standards for electrical installations
6	Precautions / Maintenance advice
7	Tools
11	Equipment
12	Electrical appliances / mechanical ventilation
13	Children's safety issues
<b>14-33</b>	<b>Construction and installation</b>
14	Arranging a bathroom
16	Installing a washbasin
18	Installing an extractor fan
20	Installing a medicine cabinet with light
22	Fitting a mirror with light
24	Fitting a shower panel
26	Putting up a shower curtain
28	Tiling walls
30	Tiling floors
<b>34-52</b>	<b>Repairs</b>
34	Replacing a tap
36	Replacing a tap washer
38	Mending a leak
40	Unblocking a washbasin
42	Replacing a U-bend
44	Unblocking a toilet
46	Replacing a toilet flush
48	Removing sediment from an immersion heater
50	Treating humidity on walls
52	Fixing flaking paintwork on a wall
<b>54-60</b>	<b>Finishing touches</b>
54	Lighting
56	Wall paint
58	Finishing a wall with stencils
60	Laying a parquet

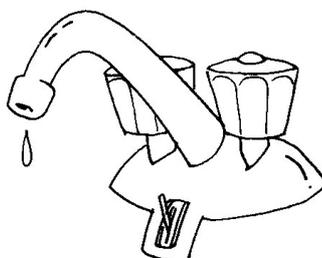
Look at the answers for B3/11-4.4

<b>900 exercises in vocational communication</b>	<b>Answers</b>	<b>B3 / 11 – 4.4</b>
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Complete the following chart with the page number(s) where you would find the desired information.

Careful, sometimes you might need to consult several pages for the same information.

	<b>You want to know ...</b>	<b>Page(s)</b>
1	How to put up shower curtains	<b>26</b>
2	What kind of paint to use in a bathroom	<b>56</b>
3	How to air the bathroom	<b>18</b>
4	How to fix the toilet flush	<b>38, 46</b>
5	How high to fit the light switches	<b>5, 6, 54</b>
6	How to remove sediment from your immersion heater	<b>48</b>
7	How to mend a leaky tap	<b>34, 36, 38</b>
8	How to avoid accidents with your children in the bathroom	<b>13</b>
9	What type of silicone to use for the seal around the basin	<b>11</b>
10	If it is better to put tiles or parquet on the floor	<b>60</b>

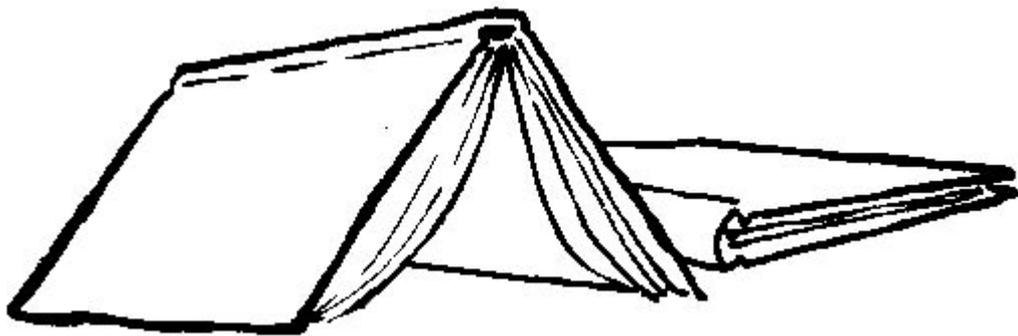


**Read specialised books or reviews: the index of the book**

Often, at the end of a book, there is **an index**.

The key words in the book are listed in alphabetical order and followed by the page numbers.

On the pages indicated, you will find information on the word in the index.



On the next page you will find the index of the main words and ideas of an encyclopaedia.

We have chosen the words beginning with the letter **A**.

**A**

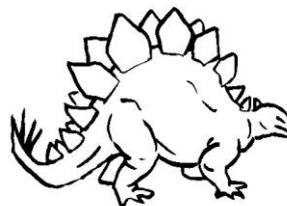
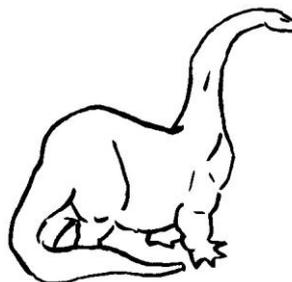
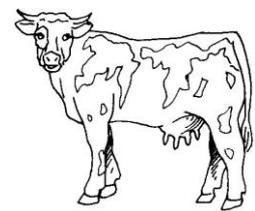
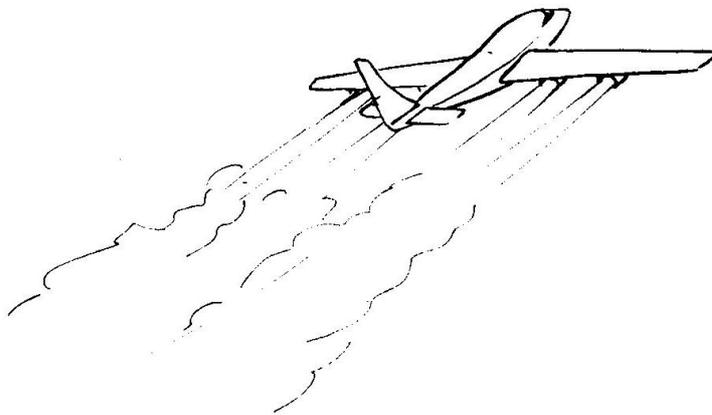
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Which pages could you consult to obtain information on the following subjects?

	<b>Subjects for research</b>	<b>Pages</b>
1	Spiders	
2	Architecture in the 20th century	
3	The strength of aluminium	
4	Dinosaurs	
5	The first flight over the Atlantic	

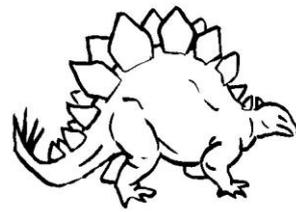
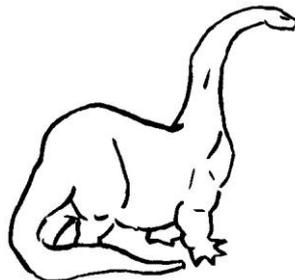
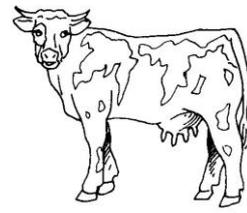
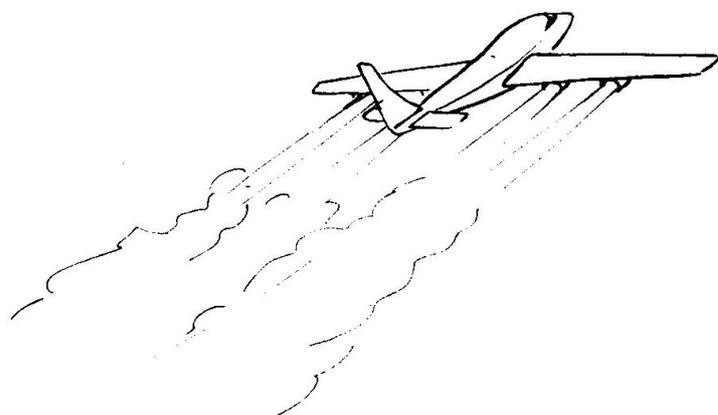


Look at the answers for B3/11-4.5

<b>900 exercises in vocational communication</b>	<b>Answers</b>	<b>B3 / 11 – 4.5</b>
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Which pages could you consult to obtain information on the following subjects?

	<b>Subjects for research</b>	<b>Pages</b>
1	Spiders	<b>195</b>
2	Architecture in the 20th century	<b>274</b>
3	The strength of aluminium	<b>115</b>
4	Dinosaurs	<b>156 to 159</b>
5	The first flight over the Atlantic	<b>225</b>



<b>900 exercises in vocational communication</b>	<b>Exercise</b>	<b>B3 / 11 – 4.6</b> <b>Eval.:</b>
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**Read specialised books or reviews: the bibliography**

At the end of a book there is usually a **bibliography**. It gives information about other documents (books, reviews or articles) which talk about the same subject as the book. These documents are listed in alphabetical order of authors' names.

**You would love to become a singer. You look at a book that lists courses to take if you want to work in the entertainment business. But you would like some extra information. You look at the bibliography of the book.**

**Underline the books or reviews which might bring you the extra information.**

BASKERVILLE David, *The Music Business Handbook and Career Guide*, Sage Publications, 1995

*The Cambridge Illustrated History of British Theatre*, Cambridge University Press, 2000

CROUCH Tanja, *100 Careers in the Music Business*, Barron's Educational Series, 2001

FIELD Shelly, *Career Opportunities in Theater and the Performing Arts*, Checkmark Books, 2006

HARRISON Ann, *Music: the Business*, Virgin Books, 2000

KONER Pauline, *Elements of Performance: A Guide for Performers in Dance, Theatre and Opera*, Routledge, 1992

McALPINE Margaret, *Working in Music and Dance*, Gareth Stevens Publishing, 1995

MITCHELL Leslie, *Freelancing for Television and Radio (Media Skills)*, Routledge, 2005

ORME David, *How to be a Pop Star (Trail Blazers)*, Ransom Publishing, 2006

PASSMAN Donald S., *All You Need to Know about the Music Business*, Penguin Books, 2001

PIERCE Jennifer, *Breakin' into Nashville*, Madison Books, 1998

ROBINSON Jacqueline, *Modern Dance in France (1920-70)*, Routledge, 1998

SWITZER Jill, *The Diva Next Door: How to be a Singing Star Wherever You Are*, Allworth Press, 2005

Look at the answers for B3/11-4.6

The following books could be useful:

BASKERVILLE David, *The Music Business Handbook and Career Guide*, Sage Publications, 1995

*The Cambridge Illustrated History of British Theatre*, Cambridge University Press, 2000

CROUCH Tanja, *100 Careers in the Music Business*, Barron's Educational Series, 2001

FIELD Shelly, *Career Opportunities in Theater and the Performing Arts*, Checkmark Books, 2006

HARRISON Ann, *Music: the Business*, Virgin Books, 2000

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