

<i>900 exercises in vocational communication</i>	Notes for teachers	C1 / 13
<i>General aim</i>	C: Understand a message	
<i>Level of difficulty</i>	1	
<i>Intermediate aim</i>	1: Analyse a message	
<i>Operational aim</i>	3: Put into order and classify a simple message	
<i>Pre-requirements</i>	<ul style="list-style-type: none"> - Ability to copy out words and numbers - Knowledge of alphabetical order 	
<i>Number of exercises</i>	6	
<i>Summing-up exercise</i>	C1/13-1.6	
<i>Comments</i>	Following on from exercise C1/13-1.6, it is fun to prepare on paper or on a computer a timetable for a given period and to mark in all the future events to be completed as and when necessary.	

You have met an old school friend.
You have written down his address on a piece of paper.
Write this information in your address book.

Bill Dunn Tel. 01392 621478
31, Chestnut Avenue
Exeter, Devon EX4 3EQ
Mobile: 0793648427

	Names	☎	Addresses	
	<i>Doctor Danford</i>	0121 414 9458	<i>6, Wolverhampton Place</i>	
			<i>Birmingham B15 3RF</i>	
	<i>Andrew Ditton</i>	0121 414 4692	<i>92, Simpson Road</i>	D
		07922354186	<i>Birmingham B15 2TR</i>	E
			<i>andrew.ditton@cdfi.co.uk</i>	F
	<i>Helen Denvers</i>	+331 45 44 32 27	<i>106, boulevard Raspail</i>	G
		+336 60 12 13 14	<i>F-75006 PARIS</i>	HI
			<i>helene@club.com</i>	JK
				L
				M
				N
				O
				PQ
				R
				S
				T
				UV
				WX
				YZ

Look at the answers for C1/13-1.1

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	<i>Bill Dunn</i>	01392 621478	<i>31, Chestnut Avenue</i>	L
		07930648427	<i>Exeter, DEVON EX4 3EQ</i>	M
				N
				O
				P Q
				R
				S
				T
				UV
				WX
				YZ

You want to give a DVD to your cousin. You order it on Internet.
You want to have it delivered directly to your cousin.

You go to a specific site. Now you have to fill in the order form.

You have this information:

*Your cousin's name is John Milner.
His address is 18, Frampton Road, Folkestone, CT2
1JL.
His phone number is 0303 736419.*

*Your name is Kevin Milner.
You live at 20, Haldon Road, Exeter EX3 4TS.
Your telephone number is 01392 641 789.*

Delivery address:

Full name:

Address:

Town:

Postcode:

Country:

Telephone no.:

Invoicing address:

Full name:

Address:

Town:

Postcode:

Country:

Telephone no.:

Look at the answers for C1 / 13-1.2

You want to give a DVD to your cousin. You order it on Internet.
You want to have it delivered directly to your cousin.

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His address is 18, Frampton Road, Folkestone, CT2
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Delivery address:

Full name:

Address:

Town:

Postcode:

Country:

Telephone no.:

Invoicing address:

Full name:

Address:

Town:

Postcode:

Country:

Telephone no.:

You put all your important papers in files.
Each file has a title. Here are the titles:

- File 1: House (bills)
- File 2: Guarantees
- File 3: Tax
- File 4: Car
- File 5: Health
- File 6: Work
- File 7: Bank



You have the following papers.
You are going to file the following papers.
Put the numbers of the files in front of each paper.

File number	Documents to file
	Payslip March
	Hospital bill
	Car insurance
	House insurance
	Electricity bill
	Bank statement March
	Bill for washing-machine
	Guarantee for washing-machine
	Prescription from Dr French
	Pension fund statement
	Gas bill
	Copy of tax return
	Bank statement April
	Payslip April
	Garage bill

Look at the answers C1 / 13-1.3

You put all your important papers in files.
Each file has a title. Here are the titles:

- File 1: House (bills)
- File 2: Guarantees
- File 3: Tax
- File 4: Car
- File 5: Health
- File 6: Work
- File 7: Bank



You have the following papers.
You are going to file the following papers.
Put the numbers of the files in front of each paper.

File number	Documents to file
6	Payslip March
5	Hospital bill
4	Car insurance
1	House insurance
1	Electricity bill
7	Bank statement March
1	Bill for washing-machine
2	Guarantee for washing-machine
5	Prescription from Dr French
6	Pension fund statement
1	Gas bill
3	Copy of tax return
7	Bank statement April
6	Payslip April
4	Garage bill

You work in a pizzeria.



You have taken telephone bookings from clients for this evening.

Bookings

(Name and number of clients)

Fabiani	5 people
Tenant	3 people
Fox	2 people
Da Silva	4 people
Herbert	2 people
Morin	3 people
Barber	7 people

You have to seat the clients quickly.

Before they arrive, you put the names in alphabetical order.

Client's name	Number of covers

Look at the answers for C1 / 13-1.4

You work in a pizzeria.



You have taken telephone bookings from clients for this evening.

Bookings

(Name and number of clients)

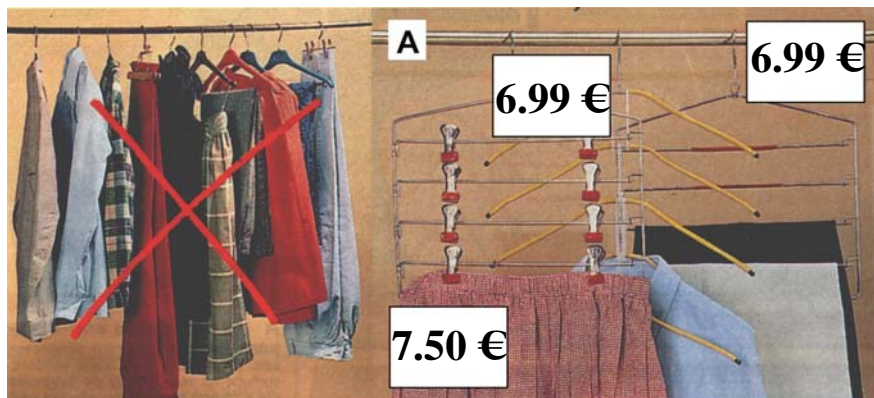
Fabiani	5 people
Tennant	3 people
Fox	2 people
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Herbert	2 people
Morin	3 people
Barber	7 people

You have to seat the clients quickly.

Before they arrive, you put the names in alphabetical order.

Client's name	Number of covers
Barber	7
Da Silva	4
Fabiani	5
Fox	2
Herbert	2
Morin	3
Tennant	3

You want to order something by post.
You have chosen your articles.
Now you must fill in the order form on the next page.



A Space saver hangers

Hangers for skirts or trousers, in plastic-covered metal. Pegs for skirts, non-slip for trousers and shirts.

Trouser-hanger	17.972	price: 6.99 €
Shirt hanger	17.958	price: 6.99 €
Skirt hanger	17.956	price: 7.50 €

B Shoe rack

Telescopic, expands to whatever size you want. Stores up to 10 pairs of shoes. Expands from 60 to 103 cm. Height 41 cm, depth 23 cm.
Shoe rack 08.340 price: 14.50 €

C Moth-proof bags

Total protection from clothes moths. Plastic storage bags with odour-free moth-killing substance.

Sold by the dozen: 6 in 65x100 cm and 6 in 65x155 cm.

Moth-proof bags	10.124	price: 10.65 €
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D Storage bags

They fit under a bed. They sit on top of a wardrobe. They can be carried thanks to their handles.

Two sizes available: 60x48x15 cm or 120x48x15 cm.

Small bag	17.198	price: 8.99 €
Large bag	14.170	price: 10.65 €



ORDER FORM							
	Product description	Page number	Reference number	Quantity No. Of sets	Unit price	Total price	
						Euros	Cents
1							
2							
3							
If you have ordered 3 articles To receive your free gift, note reference no. 00.0007		▶		1	FREE		
4							
5							
6							
7							
8							
9							
10							
					Total order		
DEDUCT YOUR 5-EURO REDUCTION <i>if your order amounts to more than 75 Euros</i>						-5 €	00
					Sub-total		
					Postage and packing	+ 5 €	50
					TOTAL		

ORDER FORM							
	Product description	Page number	Reference number	Quantity No. of sets	Unit price	Total price	
						Euros	Cents
1	<i>Shoe rack</i>	42	08.340	1	14.50	14	50
2	<i>Moth-proof bags</i>	42	10.124	1	10.65	10	65
3							
If you have ordered 3 articles To receive your free gift, note reference no. 00.0007		▶		1	FREE		
4							
5							
6							
7							
8							
9							
10							
					Total order	24	15
DEDUCT YOUR 5-EURO REDUCTION <i>if your order amounts to more than 75 Euros</i>						-5 €	00
					Sub-total	24	15
					Postage and packing	+ 5 €	50
					TOTAL	31	65

NB. The 5 € does not apply. The order does not amount to more than 75 €

Over the Christmas break, you made some appointments for the second week in January.
You have also noted down some things to do.

- *Record Tintin for Charlotte's son:
Tuesday 7th, 8.45pm, BBC2.*
- *Buy DVD Monday evening.*
- *9 January, 6.30pm appointment with Doctor Moore.*
- *11 January, 7.30pm, cinema with Tim and Annie.
Phone them in the morning of 11th to confirm.*
- *Sunday 3pm, football match at Tring.
Pick up Charlie and Ted.*
- *Jan. 8 at 7pm, football practice for match on Sunday.*

Copy down these notes in your diary, on the next page.

THE EXERCISE CONTINUES ON THE NEXT PAGE

Week 2 : 6 JANUARY to 12 JANUARY

JANVIER - JANUAR - ENERO - GENNAIO

6 MONDAY Lundi – Montag Lunes – Lunedì 6	7 TUESDAY Mardi – Dienstag Martes – Martedì 7	8 WEDNESDAY Mercredi – Mittwoch Miercoles – Mercoledì 8	9 THURSDAY Jeudi – Donnerstag Jueves – Giovedì 9	10 FRIDAY Vendredi – Freitag Viernes – Venerdì 10	11 SATURDAY Samedi – Samstag Sabado – Sabato 11
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	
					12 SUNDAY Dimanche – Sonntag Domingo – Domenica 12

Look at the answers for C1 / 13-1.6

Week 2 : 6 JANUARY to 12 JANUARY

JANVIER - JANUAR - ENERO - GENNAIO

6 MONDAY Lundi – Montag Lunes – Lunedì	7 TUESDAY Mardi – Dienstag Martes – Martedì	8 WEDNESDAY Mercredi – Mittwoch Miercoles – Mercoledì	9 THURSDAY Jeudi – Donnerstag Jueves – Giovedì	10 FRIDAY Vendredi – Freitag Viernes – Venerdì	11 SATURDAY Samedi – Samstag Sabado – Sabato
6	7	8	9	10	11
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10 <i>Tel. Tim and Annie</i>
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
<i>Buy DVD</i>	18	18	18	18	18
			30 <i>Dr Moore</i>		
	19	19 <i>Football</i>	19	19	19
					30 <i>Cinema?</i>
	20	20	20	20	20
45 <i>Record Tintin</i>					
<i>BBC2</i>					
					12 SUNDAY Dimanche – Sonntag Domingo – Domenica <i>Pick up Charlie and Ted</i> <i>3pm Match at Tring</i> 12