

900 exercises in vocational communication	Notes for teachers	C1 / 21
General aim	C: Understand a message	
Level of difficulty	1	
Intermediate aim	2: Grasp the meaning of a message	
Operational aim	1: Answer questions about the overall meaning of a given message (multiple choice questions) Secondary aims: 1.0: with just the support of a text 2.0: with the support of a text and picture or photograph	
Pre-requirements	Ability to read simple sentences	
Number of exercises	9	
Summing-up exercise	C1/21-2.4	
Comments	Apart from the general meaning of a document, you can also determine the type of document. Thus, the teacher can suggest other estimates, bills or administrative documents, articles from a catalogue, newspaper articles, etc.	

900 exercises in vocational communication	Example	C1 / 21 – 1.1
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What is it?

We're going to read this message, and work out what it is.

ESTIMATE

Gas installation conform to safety standards

Parts:

1 Gas valve for ROAL cooker	19.00
1 long-life stainless steel tube	64.00
1 Stop valve gas boiler	23.00
1 fan vent (high-level ventilation kitchen) + tile	48.00
Ventilation grids, gas costs, soldering, etc.: total	35.00

Labour:

Replacing gas valves Installation of fan vent Drilling for low-level ventilation in kitchen 25 euros x 5 hours	125.00
TOTAL before tax	314.00
VAT 18.6%	58.40
TOTAL inclusive (Euro)	331.27

What is it?

Now we are going to choose the right answer.

1. An invoice for electrical repairs. ☐
2. An estimate for a gas installation (safety standards). ☒
3. Labour rates for a plumbing firm. ☐
4. Prices for several ventilation machines. ☐

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900 exercises in vocational communication	Exercise	C1 / 21 – 1.2
		Eval.:

Read this message and work out what it is.



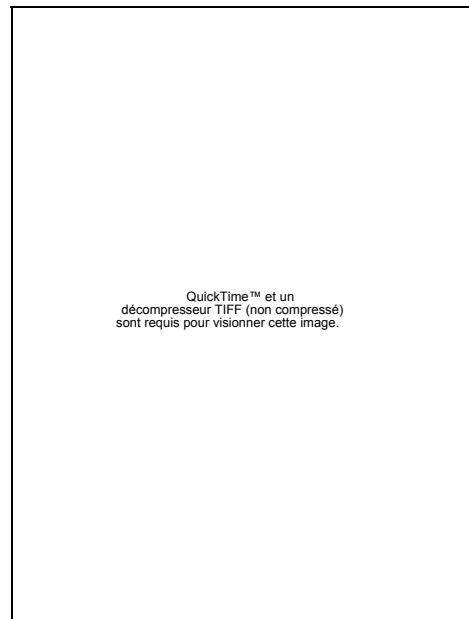
What is it?

Choose the right answer.

1. A shopping list for tomorrow. ☐
2. Shopping to be brought back immediately. ☐
3. A note asking someone to do some shopping. ☐
4. An order to be placed on Internet. ☐

Look at the answers for C1/21-1.2

Read this message and work out what it is.



What is it?

Choose the right answer.

- 1. A shopping list for tomorrow. ☐
- 2. Shopping to be brought back immediately. ☐
- 3. A note asking someone to do some shopping. ☒
- 4. An order to be placed on Internet. ☐

**This is a note written on a Post-it.
It is asking someone to bring back some shopping.**

900 exercises in vocational communication	Exercise	C1 / 21 – 1.3 Eval.:
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Read this message and work out what it is.

Tomorrow morning, cloud with some rain. Later on, widespread sunshine. Temperatures remain low at night: 11°C in the north and 17°C in the south. 22 to 28° in the afternoon.

What is it?

Choose the right answer.

1. The average temperatures for last month. ☐
2. Tomorrow's weather forecast. ☐
3. Traffic information for next weekend. ☐
4. The weather forecast for next weekend. ☐

Look at the answers for C1 / 21-1.3

Read this message and work out what it is.

Tomorrow morning, cloud with some rain. Later on, widespread sunshine. Temperatures remain low at night: 11°C in the north and 17°C in the south. 22 to 28° in the afternoon.

What is it?

Choose the right answer.

1. The average temperatures for last month. ☐
2. Tomorrow's weather forecast. ☒
3. Traffic information for next weekend. ☐
4. The weather forecast for next weekend. ☐

900 exercises in vocational communication	Exercise	C1 / 21 – 1.4 Eval.:
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Read this message and work out what it is.

False attack in Ipswich

A woman postal worker stole £2000 from her postal van. She claimed to have been attacked. She was given a 6-month suspended prison sentence.

What is it?

Choose the right answer.

1. A description of the job of a postman. ☐
2. A newspaper article about a bank robbery. ☐
3. A newspaper article about a theft in Ipswich. ☐
4. A declaration of the loss of £2000. ☐

Look at the answers for C1 / 21-1.4

Read this message and work out what it is.

False attack in Ipswich

A woman postal worker stole £2000 from her postal van. She claimed to have been attacked. She was given a 6-month suspended prison sentence.

What is it?

Choose the right answer.

1. A description of the job of a postman. ☐
2. A newspaper article about a bank robbery. ☐
3. A newspaper article about a theft in Ipswich. ☒
4. A declaration of the loss of £2000. ☐

900 exercises in vocational communication	Exercise	C1 / 21 – 1.5 Eval.:
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Read this message and work out what it is.

Exotic fruit salad, serves 4

Press one untreated orange.

Add 2 teaspoonfuls of caster sugar.

Peel a grapefruit, a pineapple, a mango and 2 kiwifruit. Cut them into cubes.

Pour the juice and the fruit into a glass salad bowl.

Serve immediately.

What is it?

Choose the right answer.

1. Instructions on how to preserve fruit. ☐
2. A recipe for Chinese vegetables. ☐
3. A recipe for a refreshing drink. ☐
4. A recipe for fruit salad. ☐

Read this message and work out what it is.

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What is it?

Choose the right answer.

1. Instructions on how to preserve fruit. ☐
2. A recipe for Chinese vegetables. ☐
3. A recipe for a refreshing drink. ☐
4. A recipe for fruit salad. ☒

900 exercises in vocational communication	Exercise	C1 / 21 – 1.6 Eval.:
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Read this message and work out what it is.

- Do not use the microwave oven when empty.**
- Do not dry clothes in the oven.**
- Do not use metal or wooden containers.**
- Do not cook eggs in their shell.**
- Do not put recycled paper in the microwave.**

What is it?

Choose the right answer.

1. Technical data for an electric oven. ☐
2. A list of cooking utensils. ☐
3. Instructions for installing an electrical appliance. ☐
4. Precautions for use of an electrical appliance. ☐

Look at the answers for C1 / 21-1.6

900 exercises in vocational communication	Answers	C1 / 21 – 1.6
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Read this message and work out what it is.

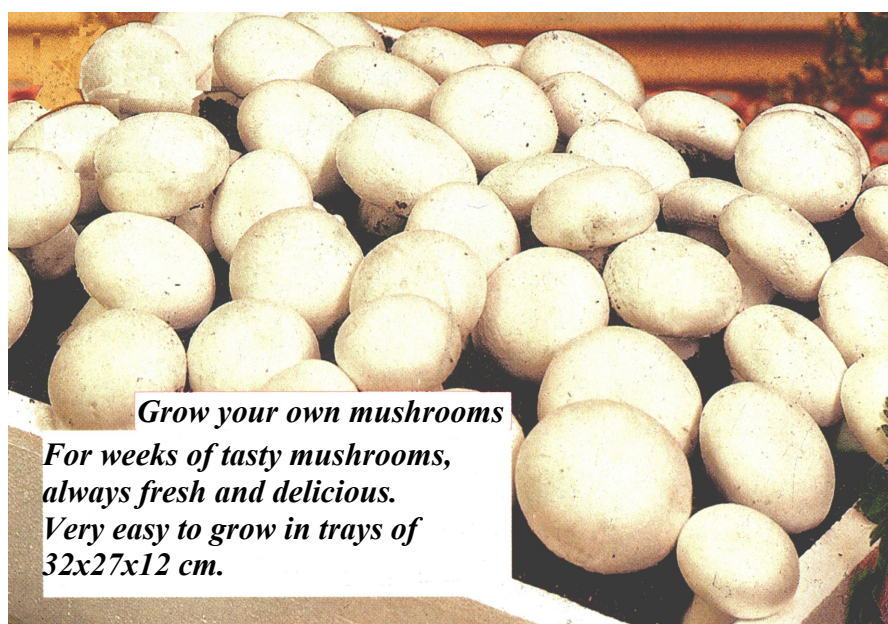
- Do not use the microwave oven when empty.**
- Do not dry clothes in the oven.**
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What is it?

Choose the right answer.

1. Technical data for an electric oven. ☐
2. A list of cooking utensils. ☐
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4. Precautions for use of an electrical appliance. ☒

Look at this document and work out what it is.



What is it?

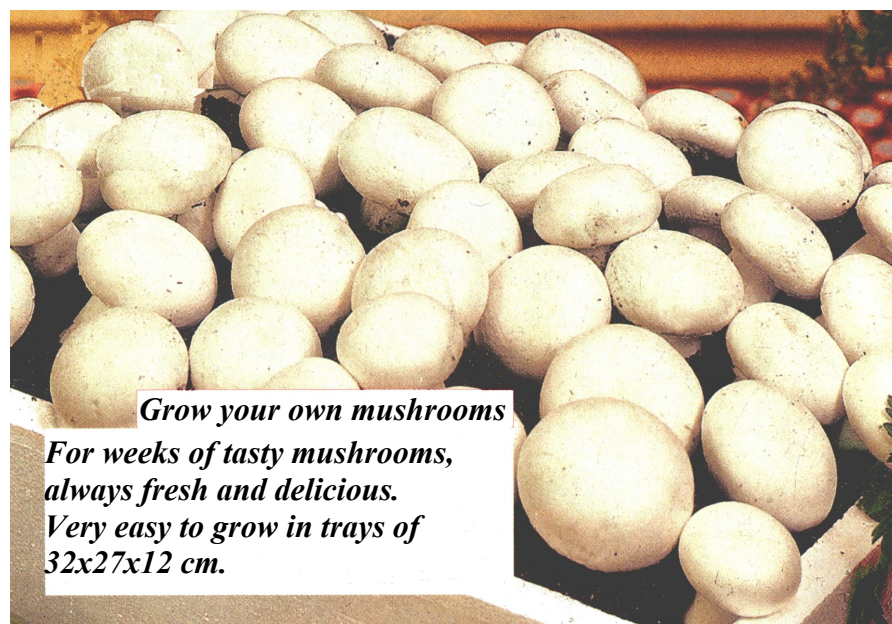
Choose the right answer.

1. A special offer for mushrooms in a supermarket.
2. An advertisement for growing mushrooms.
3. A recipe for mushrooms.
4. A method for freezing mushrooms.

☐☐☐☐

Look at the answers for C1 / 21-2.1

Look at this document and work out what it is.



What is it?

Choose the right answer.

1. A special offer for mushrooms in a supermarket.
2. An advertisement for growing mushrooms.
3. A recipe for mushrooms.
4. A method for freezing mushrooms.

☐☒☐☐

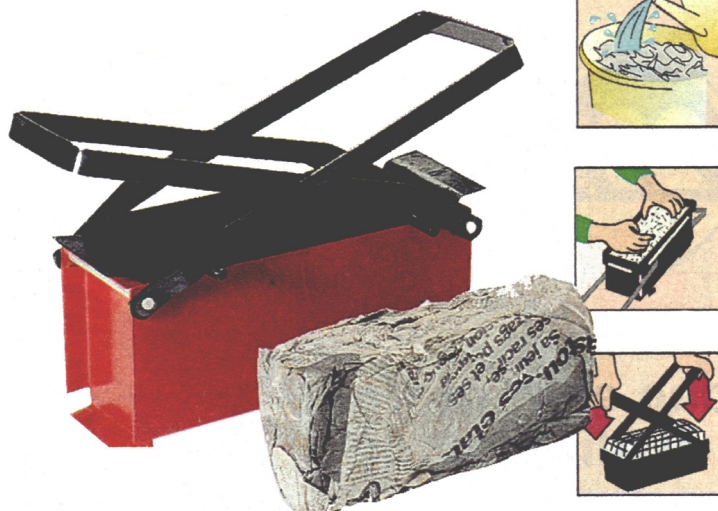
Read this document and work out what it is.

Keep your papers, newspapers and magazines and recycle them yourself!

Wet the paper.
Fill the brick press
and press down!

You will obtain a briquette
with a good heat-producing capacity.

Put the briquette on the fire.
It will heat better than coal.
It will heat as well as dry wood.



What is it?

Choose the right answer.

1. How to use paper for heating in the fireplace.
2. A machine for compressing drinks cans.
3. Collection days for recycled paper.
4. The use of trees for making paper.

☐☐☐☐

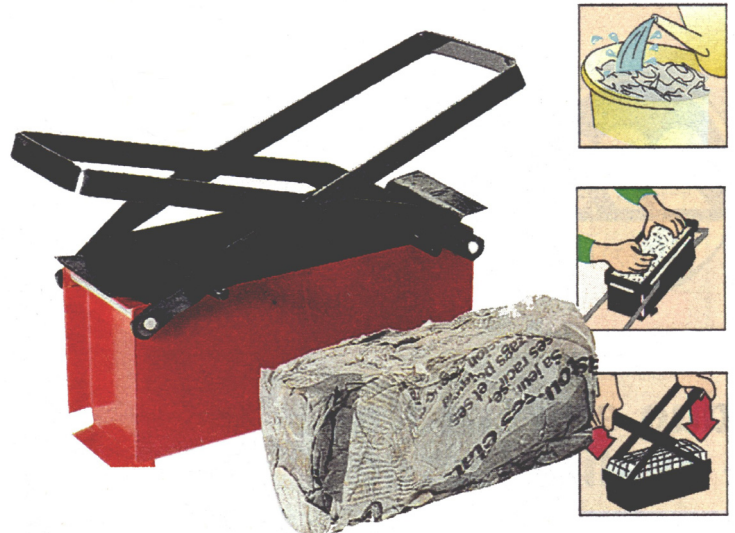
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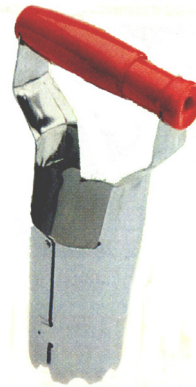
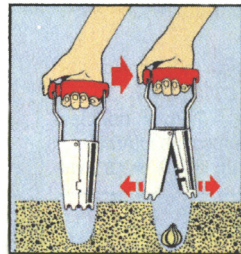
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The bulb planter



A bulb planter

**Dig the right-sized hole effortlessly.
Holes can be up to 8 cm in diameter. And
up to 16 cm deep. Just press in the earth
to fill the hole. The planter can be used
for small and large bulbs.**

What is it?

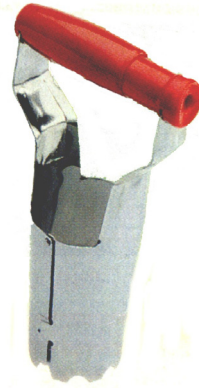
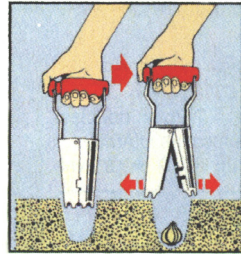
Choose the right answer.

1. An automatic watering tool.
2. Fertiliser for tulips.
3. A garden tool for planting bulbs.
4. A tool for putting plants in a pot.

☐☐☐☐

Look at the answers for C1 / 21-2.3

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☐☐☒☐

Read this document and work out what it is.

Make your own paving stones for the garden



Synthetic resin mould

To make your paving stones using the mould:

- fill the mould with cement
- remove the mould
- leave to dry



What is it?

Choose the right answer.

1. How to use quick setting cement.
2. Laying paving stones with permanent pointing.
3. Laying marble paving stones.
4. Instructions for making your own paving stones.

☐☐☐☐

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