

<i>900 exercises in vocational communication</i>	Notes for teachers	C3/ 13
<i>General aim</i>	C: Understand a message	
<i>Level of difficulty</i>	3	
<i>Intermediate aim</i>	1: Analyse a message	
<i>Operational aim</i>	3: Recognise different types of message. Secondary aims: 1.0 : identify the intention of a short message 2.0 : identify the function of a text according to 4 criteria: inform, give instructions, convince, describe.	
<i>Pre-requirements</i>	<i>None</i>	
<i>Number of exercises</i>	3 for “identify the intention of a short message” 2 for “identify the function of a text according to 4 criteria”	
<i>Summing-up exercise</i>	C3/13-2.4	
<i>Comments</i>		

All messages convey information.

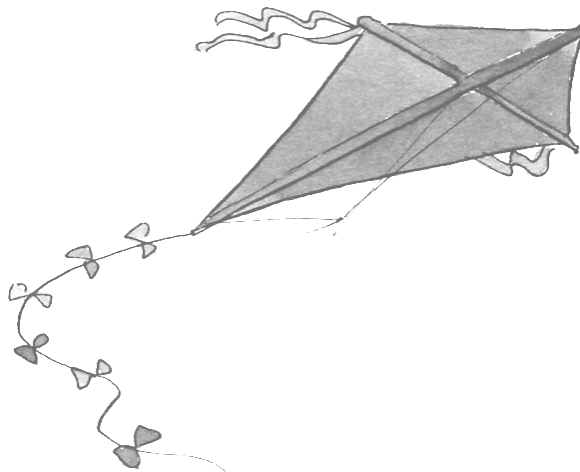
In addition to that, they have different intentions or aims.

What is the **intention** of the text I am reading?

Does it want to:

- inform?
- explain?
- describe?
- advise?
- forbid?
- entertain?
- attract my attention?
- tell a story?
- persuade?
- ...

Texts therefore have different **functions** depending on the author's intentions.



Understand the intention of a short message

Look carefully at these messages.

Then, link (☺ → ☺) the number of the text to the intention that most closely matches it:

Text 1 ☺ ☺ **Advise**

Text 2 ☺ ☺ **Inform**

Text 3 ☺ ☺ **Incite**

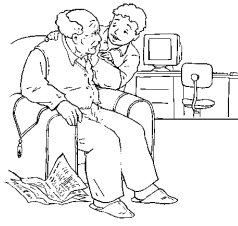
Text 4 ☺ ☺ **Forbid**



TEXT 1:

**Are you between 15 and 20 years old?
Would you like to improve the world?
Are you willing to give 2 hours of your time a week?**

If so ...



Join our team of friends of the elderly!

TEXT 2:

Forecast for tomorrow

Most of the country will be overcast.

Some sunny periods late afternoon in the Southwest.



The exercise continues on the next page

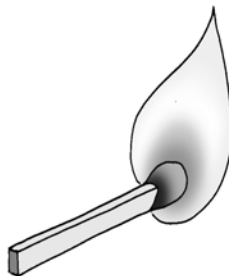
TEXT 3:

*In cold weather, it can be more difficult to start the engine.
To avoid this, it is better to put the vehicle in a garage overnight.*



TEXT 4:

**We remind you that
it is
FORBIDDEN
to light fires
in the forest.**

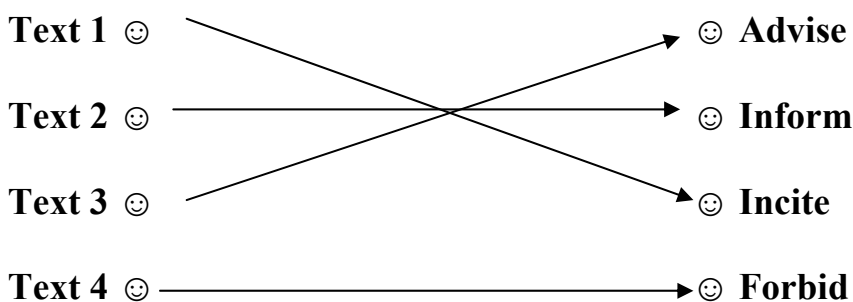


Look at the suggested answers for C3/13-1.2

Understand the intention of a short message

Look carefully at these messages.

Then, link (☺ → ☺) the number of the text to the intention that most closely matches it:



Understand the intention of a short message

Look carefully at these messages. Then, link (☺ → ☺) the number of the text to one of the intentions in the right-hand column.

Text A ☺

Text B ☺

Text C ☺

- ☺ **Define**
- ☺ **Advise**
- ☺ **Convince**
- ☺ **Inform**
- ☺ **Attract attention**
- ☺ **Incite**
- ☺ **Forbid**

TEXT A:



The exercise continues on the next page

TEXT B:

The nursery garden is the plot of land where young plants are grown before being replanted or used as a rootstock. The word is also used to describe all the plants that grow in this part of the garden.

TEXT C:

**Do you enjoy vintage cars?
Then come and admire some of the best specimens in the
county!**



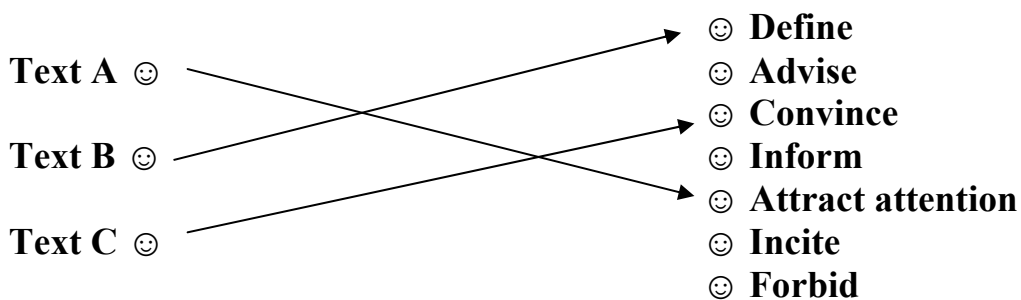
**At the Grand Exhibition Hall
From 8 May to 10 June**

Admission: 6 euros

Look at the suggested answers for C3/13-1.3

Understand the intention of a short message

Look carefully at these messages. Then, link (☺ → ☺) the number of the text to one of the intentions in the right-hand column.



All the messages that follow are headlines for newspaper articles.

Some of them are from serious papers, which aim to inform the reader as accurately as possible.

Others are from “tabloids” which aim to impress the reader and attract his attention with “sensational” headlines.

Under each of the headlines below, write:

➡ **“I”** if it is an informative headline

➡ **“S”** if it is a sensational headline

**1-SHE SLASHES HIS BACK WITH THE BREAD KNIFE BECAUSE HE
KISSED ANOTHER WOMAN UNDER HER VERY EYES!**

**2-MR BLAIR ACCEPTS AN INVESTIGATION INTO HIS
RESPONSIBILITY IN THE AFFAIR.**

**3-LEFT-WING PARTIES UNITE TO DEFEND RIGHT TO POLITICAL
ASYLUM.**

4-IT’S NOT OVER YET BETWEEN JENNIFER AND BRANDON!

5-TO AVENGE HIS DAD, HE SETS FIRE TO THE WHOLE VILLAGE.

The exercise continues on the next page

6-A DANGEROUS FIRE HAS BROKEN OUT IN THE OUTSKIRTS OF BIRMINGHAM.

7-IRAQ: THE SPATE OF SUICIDE ATTACKS CONTINUES.

8-STEPHANIE ADMITS: "I LOVE HIM MORE THAN MY LIFE."

9-THE TRIAL IN THE CHANNEL FERRY INCIDENT ENTERS ITS THIRD WEEK.

10- THE CHANNEL FERRY DISASTER: ALL THE PHOTOS, ALL THE DISGRACE!



Look at the suggested answers for C3/13-1.4

Under each of the headlines below, write:

➡ “I” if it is an informative headline

➡ “S” if it is a sensational headline

1- SHE SLASHES HIS BACK WITH THE BREAD KNIFE BECAUSE HE KISSED ANOTHER WOMAN UNDER HER VERY EYES!

S

2- MR BLAIR ACCEPTS AN INVESTIGATION INTO HIS RESPONSIBILITY IN THE AFFAIR.

I

3- LEFT-WING PARTIES UNITE TO DEFEND RIGHT TO POLITICAL ASYLUM.

I

4- IT'S NOT OVER YET BETWEEN JENNIFER AND BRANDON!

S

5- TO AVENGE HIS DAD, HE SETS FIRE TO THE WHOLE VILLAGE.

S

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I

7- IRAQ: THE SPATE OF SUICIDE ATTACKS CONTINUES.

I

8- STEPHANIE ADMITS: "I LOVE HIM MORE THAN MY LIFE."

S

9- THE TRIAL IN THE CHANNEL FERRY INCIDENT ENTERS ITS THIRD WEEK.

I

10- THE CHANNEL FERRY DISASTER: ALL THE PHOTOS, ALL THE DISGRACE!

S



Identify the function of a text

There are 4 main types of texts

All texts convey information and are therefore informative texts. But, in addition to this common point, you have seen that they have different functions.

To help you to recognise them, we can classify them into 4 main groups:

- 1- Informative texts
- 2- Injunctive texts
- 3- Argumentation texts
- 4- Descriptive texts

The informative text

Its aim is to **communicate information**, explanations, or indications to the reader. Its author wants to pass on knowledge to the reader.

The texts can be of different sorts:

- a signpost giving explanations
- a poster
- minutes (of a meeting)
- an explanation sheet
- an article in the press, in an encyclopaedia, a manual...
- a chapter in a specialised work
- an article published on Internet
- etc...

Go to the next page

The injunctive text

It aims to communicate **instructions to make someone do something**.

There are several different kinds of texts:

- instructions
- work instructions
- directions for use
- etc...

The argumentation

It aims to **convince** the reader.

To do that, its author develops arguments.

The descriptive text

It aims to **describe a reality**: a thing, a person, scenery, etc.

Identify the function of a text

Below each text, indicate the main function of the message:

- ◆ **Inform?** (informative text)
- ◆ **Give instructions?** (injunctive text)
- ◆ **Convince?** (argumentation)
- ◆ **Describe?** (descriptive text)

If you are not sure, you can note down 2 functions.

1-

Rules of the class

- **The premises are open from 8 am to 4 pm.**
- **No persons from outside the school are allowed inside the classroom.**
- **The pupils are responsible for keeping the premises clean and tidy.**
- **The blackboards are to be cleaned after each lesson.**
- **For safety reasons, it is forbidden to lean out of the windows.**
- **It is forbidden to eat or drink in the classroom.**
- **Anybody caught smoking will be suspended immediately.**

◆

2-

There was a scratched workbench with a vice and an assortment of tools that were no doubt used to work on the car when it was roadworthy. In the corner, a basin with a single tap. Against the wall there was a pile of crates, once filled with soap and oranges. In one of them, Harald discovered a collection of tiny painted metal cars: a driver was painted on the windows, his profile visible on the side windows, his face on the windshield. He was reminded of the time when this kind of toy seemed infinitely desirable to him. He put the car back gently. (Ken Follett, *Hornet Flight*)

◆

The exercise continues on the next page

3-

Save our forests!
It's our children who are asking us.
For their wellbeing, for their future.
The children know that each hectare of forest that disappears represents millions of cubic meters of oxygen lost.
They know that when trees burn, it's part of the health of our country that goes up in smoke.
And as you know: out of the mouths of babes...
So, all you adults, face up to your responsibilities!



4-

How to look after your computer
Your laptop will be an efficient work tool for as long as you look after it.

- Do not expose your computer to direct sunlight.
- Do not place it next to a source of heat.
- Do not expose your computer to rain or damp.
- Do not spill water or any other liquid on your computer.
- Avoid all vibrations or shocks.
- Do not place other objects on top of your computer.
- Do not place it on an uneven or unstable surface.



5-

I am against capital punishment as life is an absolute right. In the United States, where the death penalty is still in force, there is no noticeable decrease in crime. Moreover, in the case of a miscarriage of justice, reparation is impossible.



Look at the suggested answers for C3/13-2.2

Identify the function of a text

Below each text, indicate the main function of the message:

- Inform? (informative text)
- Give instructions? (injunctive text)
- Convince? (argumentation)
- Describe? (descriptive text)

If you are not sure, you can note down 2 functions.

1- Rules of the class

- The premises are open from 8 am to 4 pm.
- No persons from outside the school are allowed inside the classroom.
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- The blackboards are to be cleaned after each lesson.
- For safety reasons, it is forbidden to lean out of the windows.
- It is forbidden to eat or drink in the classroom.
- Anybody caught smoking will be suspended immediately.

➤ Give instructions (injunctive text).....

2- There was a scratched workbench with a vice and an assortment of tools that were no doubt used to work on the car when it was roadworthy. In the corner, a basin with a single tap. Against the wall there was a pile of crates, once filled with soap and oranges. In one of them, Harald discovered a collection of tiny painted metal cars: a driver was painted on the windows, his profile visible on the side windows, his face on the windshield. He was reminded of the time when this kind of toy seemed infinitely desirable to him. He put the car back gently. (Ken Follett, *Hornet Flight*)

➤ Describe a place (descriptive text).....

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So, all you adults, face up to your responsibilities!

➤ Convince (argumentation).....

The answers continue on the next page

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➡ Inform (informative text) or give instructions (injunctive text)

5-

I am against capital punishment as life is an absolute right. In the United States, where the death penalty is still in force, there is no noticeable decrease in crime. Moreover, in the case of a miscarriage of justice, reparation is impossible.

➡ Convince (argumentation)

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- **Give des consignes?** (injunctive text)
- **Convince?** (argumentation)
- **Describe?** (descriptive text)

If you are not sure, you can note down 2 functions.

1-

India is not easily approached, and does not always reveal its true self spontaneously to foreign visitors. It is a country where tradition influences all aspects of daily life and plays a primordial role. Many of these traditions are only simple customs or superstitions that have been passed down for centuries. Nevertheless, they are the foundation of its civilisation.

(The Routard Guide)

➤

2-

If you go to visit India, you will never be the same again!

You will savour the myriad flavours of its food, the infinite landscapes, the extraordinary colours of its towns and villages.

We guarantee you will have a trip full of surprise and wonder ...

Book now and take advantage of our special offers for a safe and unforgettable journey!

➤

The exercise continues on the next page

3-

Oceans cover about two thirds of the surface of the Earth, and scientists estimate that they have been there for billions of years.

The upper surface of the oceans is rich in minute plant and animal life which make up the “plankton”. These millions of tiny organisms provide food for all the other marine mammals. Plankton is one of the oldest forms of life on Earth.

(Planet Earth)



4-

The ocean seemed to sparkle with a million lights. The sun flooded the horizon. A few boats could be seen far out to sea, and their white sails stood out against the orange glow of the waves.



5-

To load a CD-rom:

1. Place the CD-rom on the open tray.
2. Aline the central hole of the disk with the centre of the tray.
3. Push the disk gently downwards until it clicks into place.
4. Push the tray gently until it clicks closed.



Identify the function of a text

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(*The Routard Guide*)

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Book now and take advantage of our special offers for a safe and unforgettable journey!

➡ Convince (argumentation).....

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➡ Inform (informative text).....

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➡ Describe (descriptive text).....

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7. Push the disk gently downwards until it clicks into place.
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➡ Inform (informative text) or give instructions (injunctive text).....

Under each of the following messages, indicate its main function:

- **Inform? (informative text)**
- **Give instructions? (injunctive text)**
- **Convince? (argumentation)**
- **Describe? (descriptive text)**

If you are not sure, you can write 2 functions.

.....


1-

Pollution is the degradation of a natural environment by chemical substances, industrial or household waste. Is also used to describe the degradation of the human environment by sound or noise. (*Noise pollution*)



2-

Does nothing work on your dandruff?



Like other convinced users, try **Vigor shampoo!**
Efficient and long-lasting!



The exercise continues on the next page

3-

The sun was setting low behind the mountains. There were drifts of clouds high in the sky, and the soft blue of the sky above them contrasted with the reds and pinks and purples that coloured the clouds. Night was falling, slowly at first, but then the dark would come upon us suddenly. It was my favourite time of the day. It left a feeling of calm, of quietude. It was a time for reflexion.



4-



**FROM MONDAY
25 SEPTEMBER,
THE CANTEEN WILL OPEN
AT 12 O’CLOCK
INSTEAD OF 12:30.**



5-

Ratified by 165 countries, the Convention on climate change came into force in 1994. After the Kyoto conference, the industrialised countries promised to reduce their emissions of greenhouse gases by 5%. The agreement, signed by over 50 countries totalling 55% of the world emissions, took effect in June 2002.



The exercise continues on the next page

6-

Dear Sir,

Please note that our offices have moved, and are now at 32 Garibaldi Avenue in Liverpool. It is therefore at this new address that your interview will take place on Wednesday, 23 January at 4pm, as previously agreed.

I look forward to meeting you.

Yours faithfully,

M. Peterson

➡

7-

How to use the zoom



Turn the lever for the zoom downwards to zoom closer, and upwards to zoom further away.

➡

➡

Look at the suggested answers for C3/13-2.4


1-

Pollution is the degradation of a natural environment by chemical substances, industrial or household waste. Is also used to describe the degradation of the human environment by sound or noise. (*Noise pollution*)

➡ **Inform (informative text)**

2-

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Efficient and long-lasting!

➡ **Convince (argumentation)**

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➡ **Describe (descriptive text)**

The answers continue on the next page

4-



➤ **Inform (informative text)**

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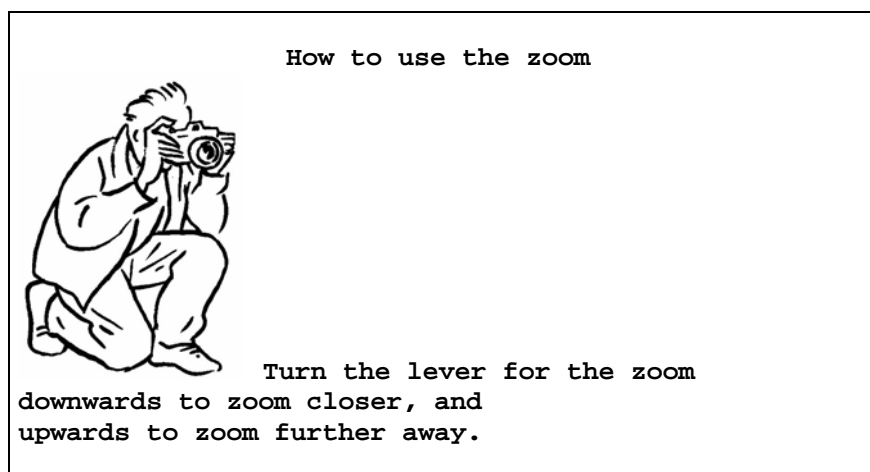
Yours faithfully,

M. Peterson

➤ **Inform (informative text)**

➤ **Give instructions (injunctive text)**

7-



➤ **Give instructions (injunctive text)**

➤ **Inform (informative text)**