

<i>900 exercises in vocational communication</i>	Notes for teachers	D1 / 14
<i>General aim</i>	D: Make a written message	
<i>Level of difficulty</i>	1	
<i>Intermediate aim</i>	1: Produce a message appropriate to the situation	
<i>Operational aim</i>	1: Write a note	
<i>Pre-requirements</i>	Ability to write simple sentences.	
<i>Number of exercises</i>	6	
<i>Summing up exercise</i>	D1 / 14 – 1.7	
<i>Comments</i>		

<i>900 exercises in vocational communication</i>	Explanations	D1 / 14 – 1.1
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Note: A short text giving information.

Memo: A document sent out by an institution or a company. A memo gives information to the staff. It is signed by a manager.

To take notes: Write the important points while thinking, reading or listening.

Anna and Peter are coming to dinner this evening.

Write a note to your friend explaining:

- what time your friends are arriving
- what food you are going to serve
- what he or she must buy for the dinner.



LOOK AT THE ANSWERS FOR D1/14 – 1.2

Anna and Peter are coming to dinner this evening.

Write a note to your friend explaining:

- what time your friends are arriving
- what food you are going to serve
- what he or she must buy for the dinner.



Sam,

This evening, Anna and Peter are coming to dinner. I'll do roast chicken. I'll buy some fruit and a cake.

Anna is bringing a starter. Can you buy the wine?

I'll be back at about 6. They'll be arriving at 7.

Jo

You have to go away for two days. Tomorrow, you are expecting a delivery of office supplies. You are relying on your colleague to take the delivery. Write him a note to tell him about it. Describe the delivery in detail. Don't forget to thank him.

A large, empty rectangular box with a thin black border, intended for the student to write their note. The bottom right corner of the box is folded over, creating a shaded triangular area.

**SHOW YOUR WORK TO THE TEACHER
OR LOOK AT THE ANSWERS FOR D1/14 – 1.3**

You have to go away for two days. Tomorrow, you are expecting a delivery of office supplies. You are relying on your colleague to take the delivery. Write him a note to tell him about it. Describe the delivery in detail. Don't forget to thank him.



Dear Paul,

I have a problem. I have to go on a two-day training course. But tomorrow, I'm expecting a delivery of office supplies.

Could you deal with it for me? It's for:

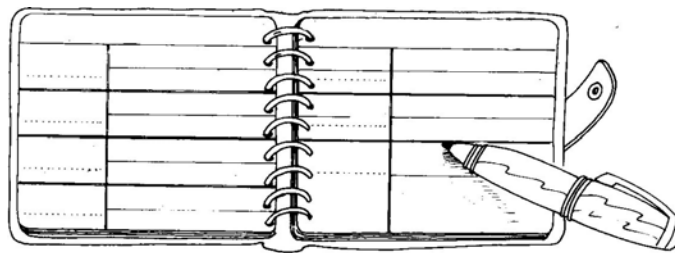
- 5 ink cartridges
- 10 boxes of 5 reams of paper
- 20 ring binders
- 2000 envelopes with windows

Could you check the delivery before signing for it? Thanks very much!

See you on Thursday

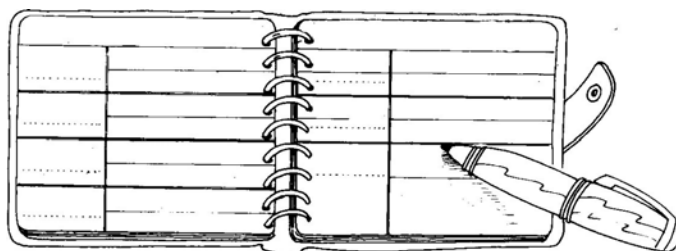
Veronica

You have to copy the photos of your trip to Rome. You are going to burn a DVD-ROM for a friend. She's coming to get it this afternoon. You don't have any more blank DVDs. You are going out to get some. You will be back in half an hour. Leave a note on the door for your friend. She might come while you are out.



LOOK AT THE ANSWERS FOR D1/14 – 1.4

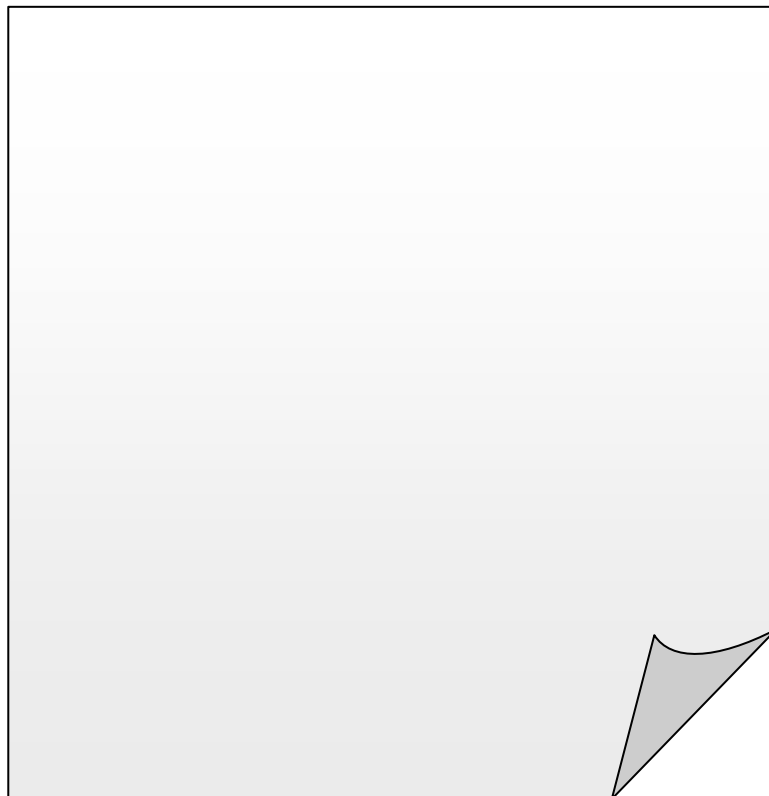
You have to copy the photos of your trip to Rome. You are going to burn a DVD-ROM for a friend. She's coming to get it this afternoon. You don't have any more blank DVDs. You are going out to get some. You will be back in half an hour. Leave a note on the door for your friend. She might come while you are out.



Katie,
I've had to go out and buy some DVDs.
I'll be back at about 4.30. Wait for me!
I'll do the DVD for you straight away.
See you in a few minutes!

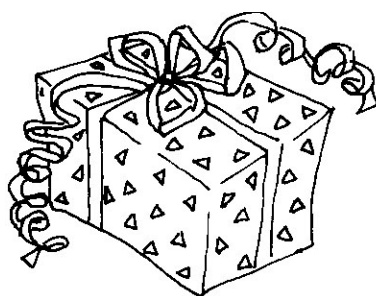
Dan

It's your father's birthday and you have to find a present for him. So you can't go to your volleyball practice. But you have to renew your membership card. You stop by the gym on your way. Your coach hasn't arrived yet. Leave him a note to explain the photos and why you can't come training today.



LOOK AT THE ANSWERS FOR D1/14 – 1.5

It's your father's birthday and you have to find a present for him. So you can't go to your volleyball practice. But you have to renew your membership card. You stop by the gym on your way. Your coach hasn't arrived yet. Leave him a note to explain the photos and why you can't come training today.



Joe,

*Here are the two photos for my membership
card.*

*Unfortunately I can't come training today. I
have a family engagement.*

Please give my apologies to the team.

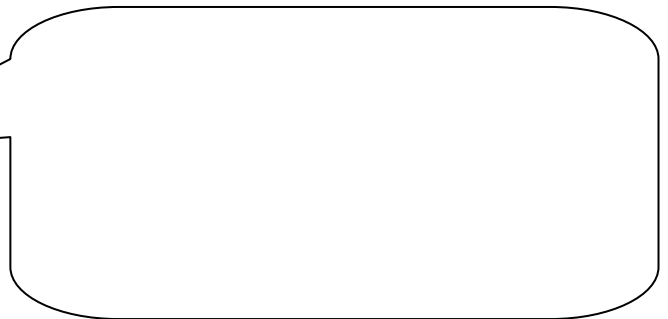
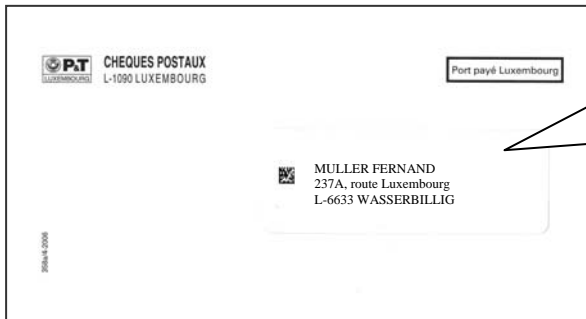
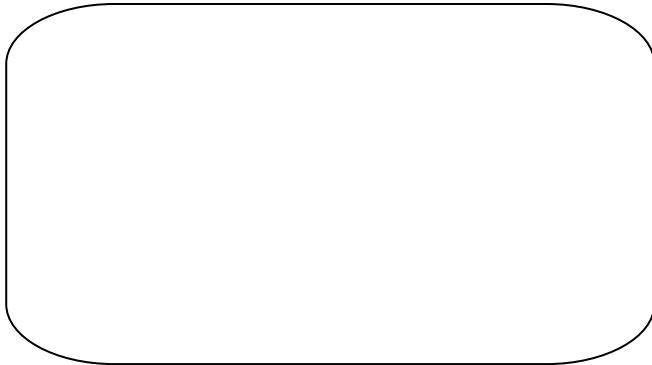
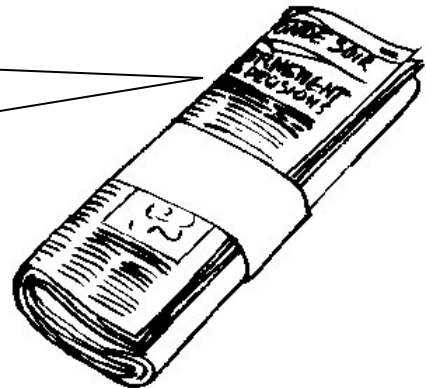
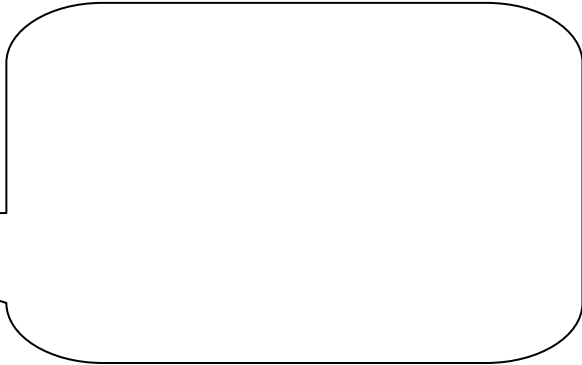
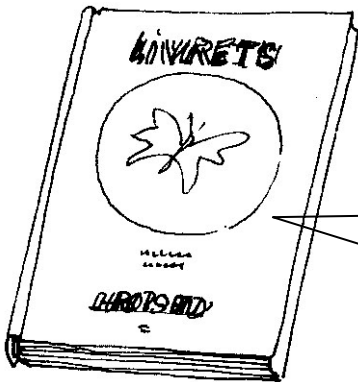
See you at the match on Sunday!

Katie

You are in your bedroom. On your desk there is:

- your newspaper (you haven't read it yet)
- a letter for your neighbour (delivered by mistake by the postman)
- a book belonging to your friend Paul. You have to give it back. He might come to fetch it before you get back.

Your brother likes to look into your things! You have to go out until 5pm. You leave him a note on each object. He must know what to do (or not to do).

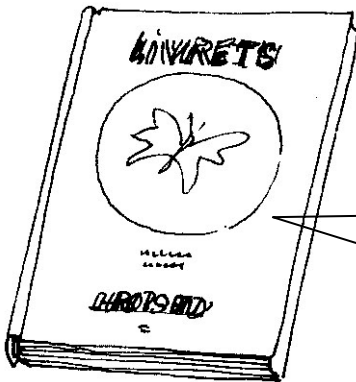


LOOK AT THE ANSWERS FOR D1 / 14 – 1.6

You are in your bedroom. On your desk there is:

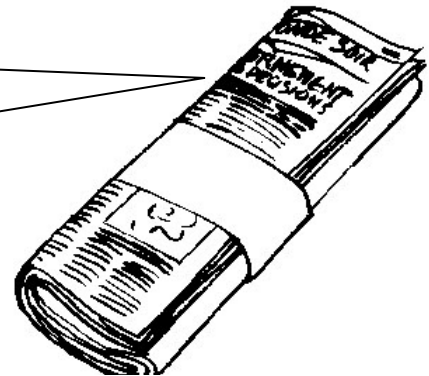
- your newspaper (you haven't read it yet)
- a letter for your neighbour (given by mistake by the postman)
- a book belonging to your friend Paul. You have to give it back. He might come to fetch it before you get back.

Your brother likes to look into your things! You have to go out until 5pm. You leave him a note on each object. He must know what to do (or not to do).



This book belongs to Paul.
He might come to get it before I
get back.
If so, give it to him.

Don't take my newspaper.
I haven't had time to read it yet.



This letter is for our neighbour.
Don't open it!

Your younger brother has written a note. He's posting it on your neighbour's door. You go to see him and you see the note.

Hi!

We're going out this evening. Everyone will be there. Everybody has to bring food or drink. Call Patrick and get him to come with you.

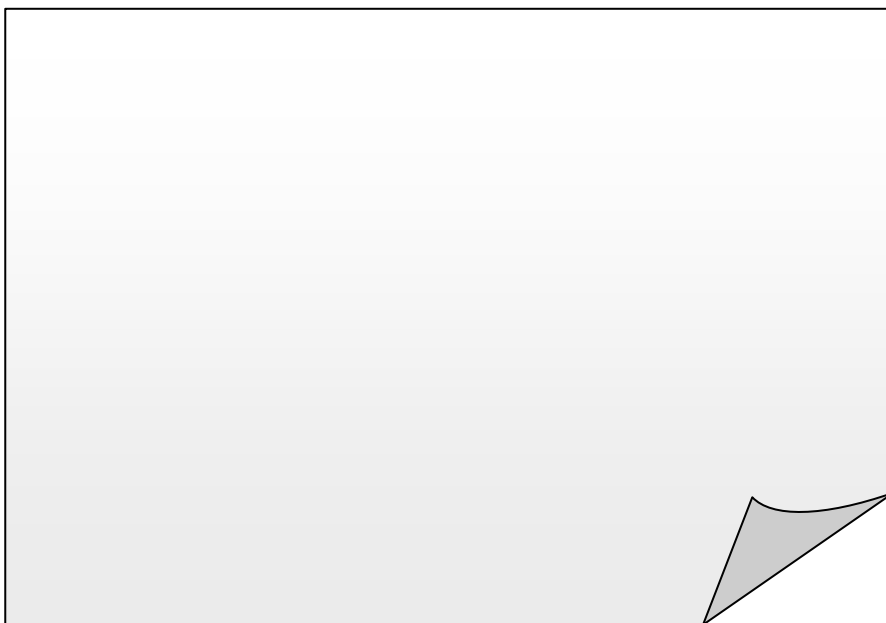
Hope you can come.

P.S. Bring a few CDs.

A lot of important information is missing.

- Where is everyone going?
- What time are you meeting?
- Who will be there?
- Who wrote the note?

You help your brother to rewrite the note.



LOOK AT THE ANSWERS FOR D1 / 14 – 1.7

Your younger brother has written a note. He's posting it on your neighbour's door. You go to see him and you see the note.

Hi!

We're going out this evening. Everyone will be there. Everybody has to bring food or drink. Call Patrick and get him to come with you.

Hope you can come.

P.S. Bring a few CDs.

A lot of important information is missing.

- Where is everyone going?
- What time are you meeting?
- Who will be there?
- Who wrote the note?

You help your brother to rewrite the note.

Hi!

We're going to Paul's this evening. There will be about 10 of us from the Spanish class. Everyone has to bring food or drink. Call Patrick and bring him too. Try to be there at around 7.30.

Jeremy

P.S. Can you bring a few CDs?