

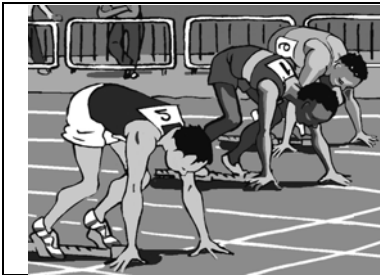
<i>900 exercises in vocational communication</i>	Notes for teachers	D1 / 21
<i>General aim</i>	D: COMPOSE A WRITTEN MESSAGE	
<i>Level of difficulty</i>	1	
<i>Intermediate aim</i>	2 Organise and give structure to a message.	
<i>Operational aim</i>	1 Produce a simple message from given elements to be classified.	
<i>Pre-requirements</i>	Ability to read simple sentences Ability to write simple sentences Familiarity with the main adverbs of time (first, next, then, finally...)	
<i>Number of exercises</i>	4	
<i>Summing-up exercise</i>	D1/11-1.5	
<i>Comments</i>	<ul style="list-style-type: none"> - If the learners would like to know more about the life of Albert Einstein, they can do the following exercises: B1/21-3.7 B1/31-5.1 B3/31-5.1 - These exercises can be helpful in planning the stages of a job. - D1/21-1.5: This exercise can give rise to a demonstration if it is done within a group. 	

“Messages” are information. They must be written in a logical, planned way:

Beginning

Event / Action

End



The start



The race



The finish

The runners start to run.



They pass the relay.



The runners reach the finishing line.

To link different actions, we use adverbs of time. For example: *now, straight away, next, then, after that, so, afterwards, earlier on, later on, before that, previously, as soon as, first of all, finally, immediately, etc.*

First, the runners start to run.

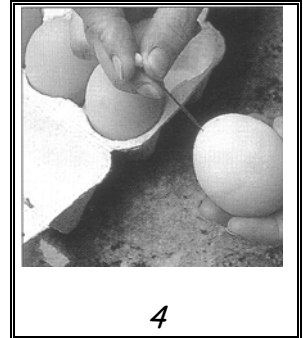
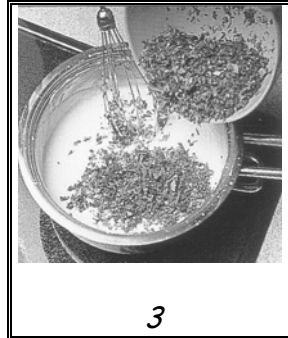
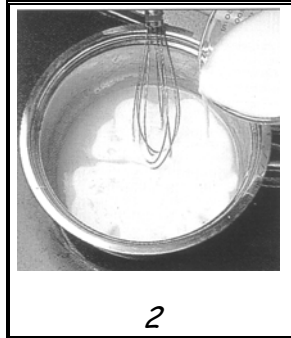
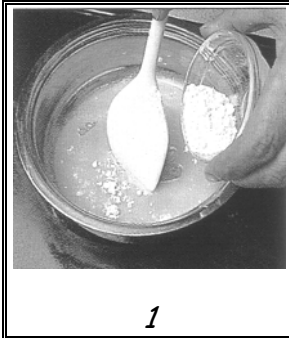


Then, they pass the relay.



Finally, the runners reach the finishing line.

Here is a recipe:
Herb sauce with egg:



Here are the different steps, but in the wrong order.
Read them and put them in the right order.

Turn off the heat
and mix with:
- the salt,
- the pepper,
- the nutmeg,
- the lemon juice
- the finely chopped
herbs..

A

Prick the eggs and
boil them for 10
minutes.
Cool them in cold
water.
Peel the eggs and cut
them in two
Serve with the
sauce.

B

Add the milk,
stirring all the time.
Mix in the cream.
Cook over a medium
heat.

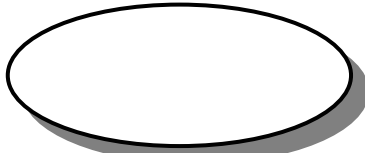
C

Melt the butter in a
saucepan.
Add the flour.
Stir until the
mixture takes on a
golden colour.

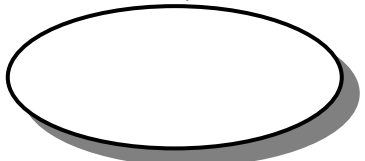
D

Put the steps of this recipe in the right order.
Use the letters A, B, C and D.

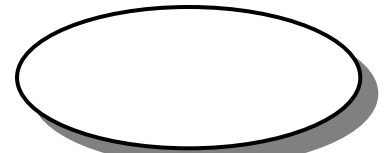
Step 1



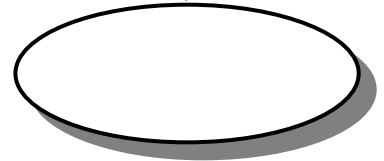
Step 3



Step 2

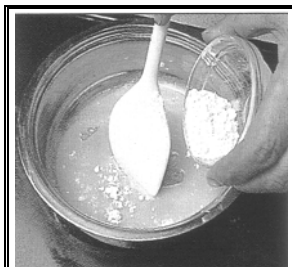


Step 4

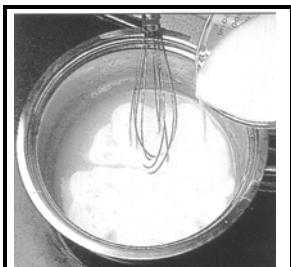


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Here is a recipe:
Herb sauce with egg:



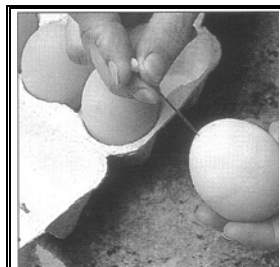
1



2



3



4

Here are the different steps, but in the wrong order.
Read them and put them in the right order.

Turn off the heat
and mix with:

- the salt,
- the pepper,
- the nutmeg,
- the lemon juice
- the finely chopped
herbs.

A

Prick the eggs and
boil them for 10
minutes.

Cool them in cold
water.
Peel the eggs and cut
them in two
Serve with the
sauce.

B

Add the milk,
stirring all the time.
Mix in the cream.
Cook over a medium
heat.

C

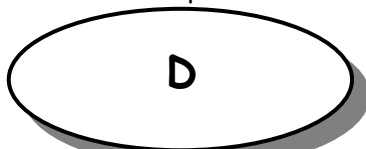
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saucepan.

Add the flour.
Stir until the
mixture takes on a
golden colour.

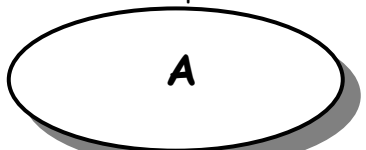
D

Put the steps of this recipe in the right order.
Use the letters A, B, C and D.

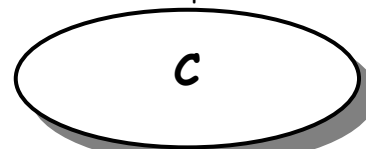
Step 1



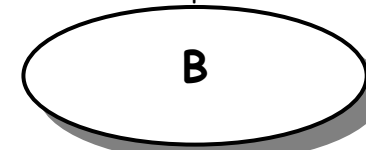
Step 3



Step 2



Step 4



The answers continue on the next page.

Now write down this recipe.
Link the different steps by adverbs of time.

To construct your sentences, you can use the following pattern.

Adverb of time

Subject

Verb

Object

First, I melt the butter in a saucepan.

Next, I add the flour. I stir it until the mixture turns a golden yellow.

After that, I pour in the milk, still stirring. Then, I add the cream. I cook it over a medium heat.

Then, I mix it with the salt, the pepper, the nutmeg, the lemon juice and the chopped herbs.

After that, I prick the eggs. Then, I boil them for 10 minutes.

Next, I cool them in cold water. Then I peel them.

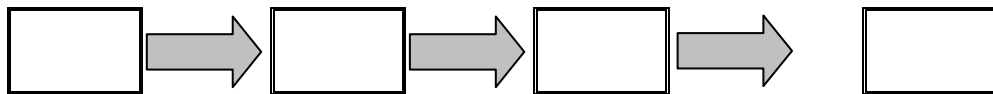
Finally, I cut the eggs in two. Then I serve it all with the sauce.

Enjoy it.

Here is Albert Einstein at different ages:



Put these photos in the order of Einstein's age. Start with his childhood.



**Each photo shows Albert Einstein.
However they are very different.**

Describe these 4 photos. Write complete sentences.

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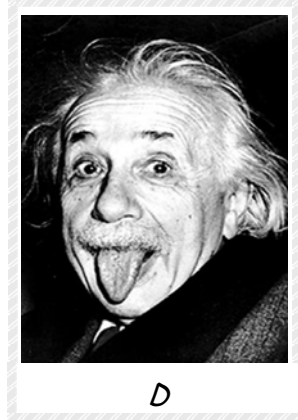
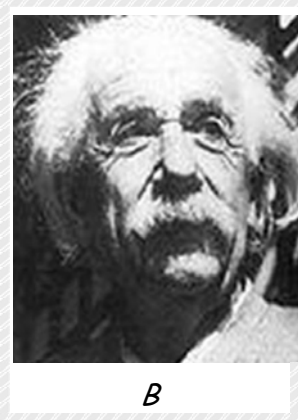
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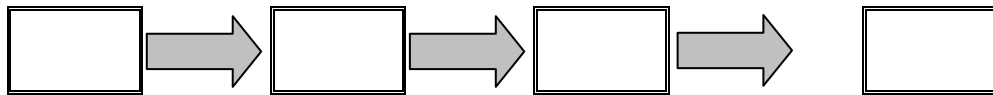
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Here is Albert Einstein at different ages:



Put these photos in the order of Einstein's age. Start with his childhood.



**Each photo shows Albert Einstein.
However they are very different.**

Describe these 4 photos. Write complete sentences.

We can see Einstein as a child, a young man, an old man and a very old man. As a child, it looks as if he's wearing a dress. His hair is short. He is probably about 4 years old.

As a young man, he looks very serious. He is wearing a suit and a tie.

As an older man, he seems to be laughing at something. He is sticking out his tongue. His hair is quite long. He has a moustache.

As a very old man, he seems pensive. His face is very wrinkled. He still has a moustache and long hair.

<i>900 exercises in vocational communication</i>	Exercise	D1 / 21 - 1.3
		Eval.:

Here are some episodes in the life of Albert Einstein.

10 years later, Albert leaves school. He follows his family to Milan.
A

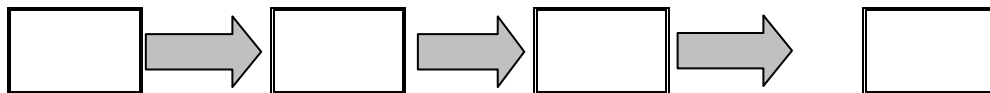
At 5, little Albert has private lessons. He also learns to play the violin. The year is 1884.
B

In 1932, he leaves Germany forever. He lives in the USA until his death in 1955.
C

Einstein receives the Nobel Prize in 1922. He is 42.
D

These episodes in his life are in the wrong order.

Put them in the right order. Use the letters A, B, C and D.



Now write out the episodes in the life of Einstein. You can make your own sentences.

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Here are some episodes in the life of Albert Einstein.

10 years later,
Albert leaves school.
He follows his family
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He also learns to play
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1884.

B

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Germany forever. He
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his death in 1955.

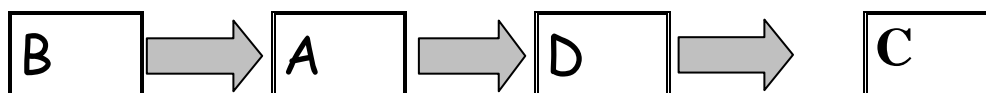
C

Einstein receives the
Nobel Prize in 1922.
He is 42.

D

These episodes in his life are in the wrong order.

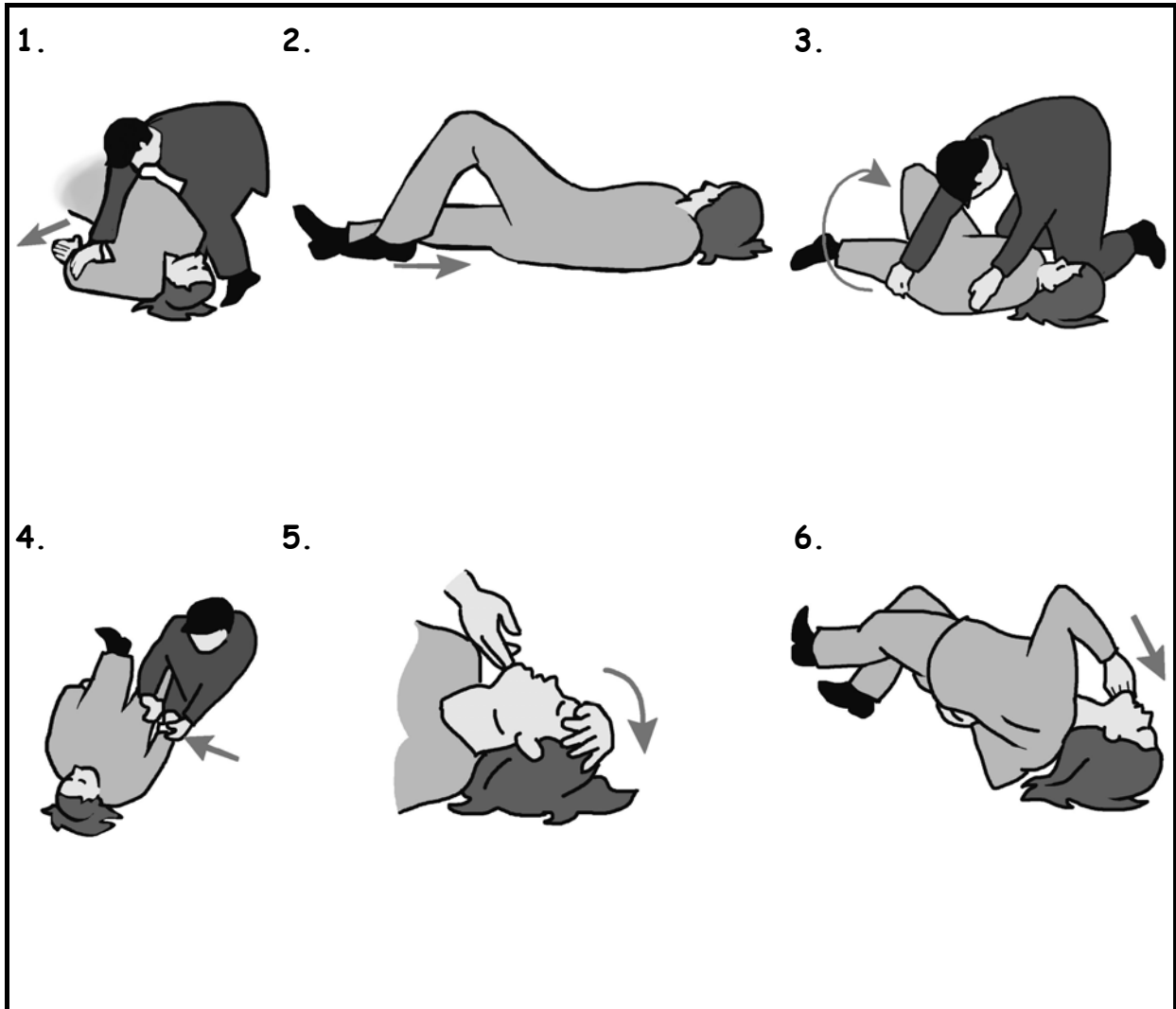
Put them in the right order. Use the letters A, B, C and D.



Now write out the episodes in the life of Einstein. You can make your own sentences.

Albert Einstein was born in 1879. At the age of 5, he took private lessons. He also learned to play the violin. He left school at 15 to follow his family. They went to Milan. In 1922, Einstein received the Nobel Prize. 10 years later, he left Germany forever. He lived in the USA until the end of his life. He died at the age of 76.

An unconscious person must be laid on her side. This is called the recovery position. Here is how you do it:



The following sentences explain what to do. Write the correct sentence under each picture.

- Put her head slightly towards the back
- Gently and carefully turn the person on to her side
- Gently pull the arm from under her body towards the back
- Bend her knee and push her foot towards her hip
- Push one arm under her body
- Push the person's hand under her head

Go to the next page.

Write down how to put someone in the recovery position. Write complete sentences. Use the pictures to help you.



An unconscious person must be laid on her side. This is called the recovery position. Here is how you do it:

1.



Pull her arm out from under the body toward the back.

2.



Bend her knee and push her foot towards her hips.

3.



Gently and carefully turn the person on to her side.

4.



Push one arm under her body.

5.



Put her head slightly towards the back.

6.



Push the person's hand under her head.

The following sentences explain what to do. Write the correct sentence under each picture.

- Put her head slightly towards the back
- Gently and carefully turn the person on to her side
- Gently pull the arm from under her body towards the back
- Bend her knee and push her foot towards her hip
- Push one arm under her body
- Push the person's hand under her head

Go to the next page.

Write down how to put someone in the recovery position. Write complete sentences. Use the pictures to help you.



First you gently remove the arm from underneath the body.



Next, you bend one leg. To do that, push one foot up towards the hips.



Then, you turn the person very carefully. You are going to lie her on her side.



Now you push one arm under the body.



Then, you put her head slightly backwards.



Finally, you place the person's hand under her head.