

<i>900 exercises in vocational communication</i>	<b>Notes for teachers</b>	<b>D1 / 31</b>
<i>General aim</i>	<b>D: MAKE A WRITTEN MESSAGE</b>	
<i>Level of difficulty</i>	<b>1</b>	
<i>Intermediate aim</i>	<b>3 Write a message.</b>	
<i>Operational aim</i>	<b>1 Write a message with simple sentences.</b>	
<i>Pre-requirements</i>	<p><b>Ability to read simple sentences (of about ten words, without subordinate clauses)</b></p> <p><b>Ability to write simple sentences</b></p> <p><b>Ability to understand a given situation.</b></p>	
<i>Number of exercises</i>	<b>6</b>	
<i>Summing-up exercise</i>	<b>D1/31-1.7</b>	
<i>Comments</i>	<p><b>Example D1/31-1.2 might encourage you to do the same experiment in class.</b></p> <p><b>D1/31-1.5: for this exercise, it would be useful for the students to see the portrait in colour (shown by the teacher) even if their worksheet is in black and white.</b></p>	

Sometimes it can be difficult to express ourselves. Often, we want to say too many things in one sentence.

The best thing is to divide a message into simple parts. Each element will become one or more sentences.

A sentence can just be:

- a subject
- a verb
- an object

## Example 1

You witnessed an accident.  
You have to write a report about the accident.

You can indicate:

1. The circumstances: the day, the time, what you were doing there.
2. The place.
3. What you saw.

Here is an example of an accident report:

- |   |   |                             |
|---|---|-----------------------------|
| <ol style="list-style-type: none"><li>1. It was last Saturday.</li><li>2. It was about 3 o'clock.</li><li>3. I was driving to Exeter.</li><li>4. There was a lot of traffic.</li></ol>  | } | <b><u>Circumstances</u></b> |
| <ol style="list-style-type: none"><li>5. We were going very slowly down a steep incline.</li><li>6. The double white line meant no overtaking.</li></ol>  | } | <b><u>Place</u></b>         |
| <ol style="list-style-type: none"><li>7. There were no cars in the opposite direction.</li><li>8. A motorbike overtook me going very fast.</li><li>9. The rider had a dark helmet.</li><li>10. There was a passenger behind him.</li><li>11. Further on, there was a sharp bend.</li><li>12. The man leant too far over on his bike.</li><li>13. The motorbike fell over.</li></ol> | } | <b><u>What I saw</u></b>    |

**Situation:**

Lucas had a surprising experience at school. He drew a picture while listening to a piece of music. It was “Alina” by the Estonian composer Arvo Pärt. He wrote about the experience in his diary. This is what he wrote. Notice the sentences: they are short and simple.

*It was amazing. I could hear silence. I heard nothing but silence!!!*

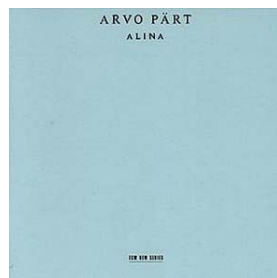
*I did my drawing using light colours. I drew the sea, calm and light blue. Then some white birds in the sky.*

*My friend Pete drew a submarine. The sea was yellow and light green.*

*Anne drew two people in winter. They were smiling at each other. She’s probably got a new boyfriend. But her picture was full of harmony too.*

*All our drawings were completely different and quite good.*

*I liked it. I looked up Arvo Pärt on Internet.*

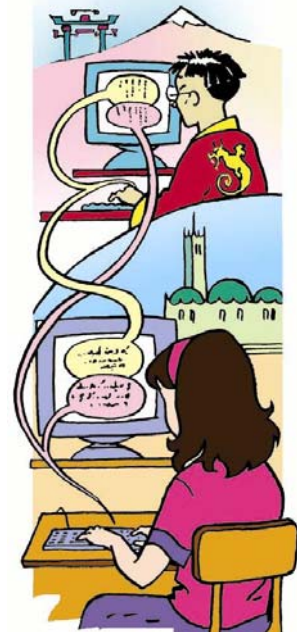




Jennie is on holiday. She spends a lot of time on Internet. At the moment she is chatting with two young people. They come from New Zealand. She has already learned a lot about the country.

Her parents write in an email:

“Don’t spend too much time on Internet! It’s a real waste of time. You don’t learn anything useful!”



*You are Jennie. Answer the email from your parents.*

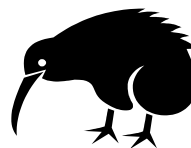
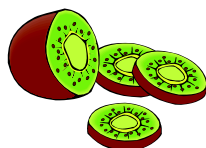
*Dear Mum and Dad,*

*I’m enjoying my holiday. The weather is okay. I go on Internet sometimes. But I’m learning some interesting things.*

*I chat with young people from New Zealand. They tell me a lot about their country. For example, in New Zealand it’s winter now. There is a difference of 12 hours. NZ is about 20,000 km from here. Did you know that? I’m not wasting my time at all.*

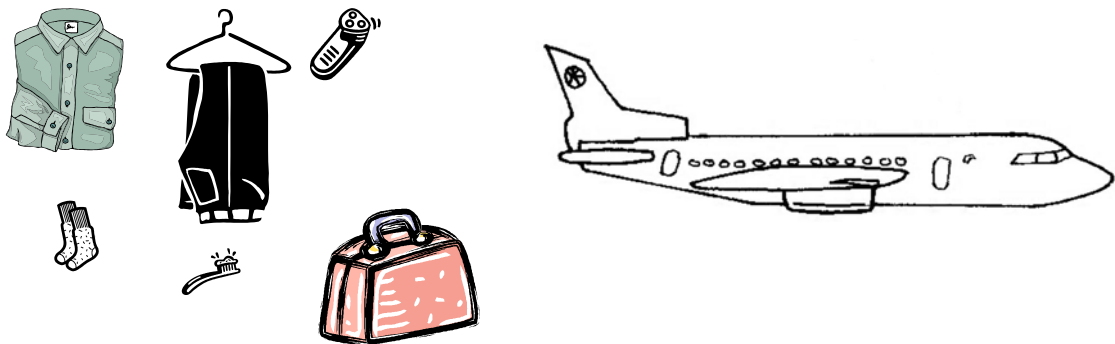
*Lots of love.*

*Jennie*





Charlie is having lunch on his own at home. His father phones. He has to leave for Munich this evening. It is unexpected. He's coming home at 5pm to pick up his suitcase. But he won't have time to pack. Charlie has to go back to school. He leaves a note for his mother. He explains the situation.



*In a few simple sentences  
write what Charlie says in his note.*

*Mum,*

*Dad phoned. He has to go to Munich for 3 days.*

*He asked if you could pack a suitcase for him. He's coming home at about 5pm to pick it up.*

*He'll have to leave straight away. Sorry, I can't do it. I have to go back to school in 5 minutes.*

*See you this evening.*

*Charlie*







A friend of yours is on holiday. She has dyed her hair and changed her appearance. She sends you a photo by email. She wants your opinion.



Send her an email to reply in a few sentences.

*Yes, not bad! It takes you by surprise a bit. Especially the hair colour. But it suits you. It's original. It doesn't really go with the orange. But then, that's only my opinion. I like the earrings. Maybe you should put a bit more make-up on?*

*I'm looking forward to seeing it for real!*

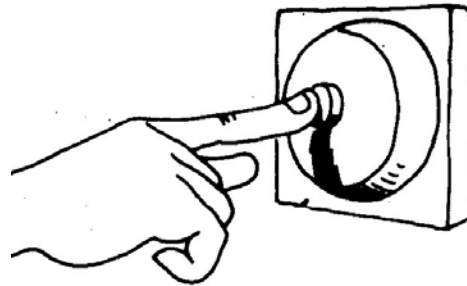
*See you on Sunday*

*Carol*



## LOOK AT THE ANSWERS FOR D1/31 – 1.6

In a few simple sentences, write about the unexpected arrival of some friends.  
They come to see you on a Sunday afternoon.



*It was last Sunday. It was about 3pm. I was half-asleep watching television.*

*Suddenly the doorbell rang. I went to open it. I saw Daniel and Patricia with a large parcel. They held it out to me with smiles on their faces.*

*It was my birthday! I had completely forgotten!*



Your best friend sends you an email.  
She describes her dream holiday.  
You answer.  
You describe your dream holiday too.



*You are not going to believe this! I dream of spending my holidays ...  
at the North Pole! I'd love to go there by boat. I'd see the huge blocks  
of ice in the sea. And the seals, maybe even the polar bears. And how  
the Eskimos live in their igloos! The sleighs drawn by reindeer, or  
maybe huskies. And the midnight sun!  
I've taken part in a contest. I might win the trip! With a huge amount  
of luck!*