

<i>900 exercises in vocational communication</i>	<b>Notes for teachers</b>	<b>D2 / 11</b>
<i>General aim</i>	<b>D: Compose a written message</b>	
<i>Level of difficulty</i>	<b>2</b>	
<i>Intermediate aim</i>	<b>1: Produce a written message</b>	
<i>Operational aim</i>	<b>1: Produce a message adapted to a specific audience</b>  <b>1.0: Produce a simple message</b> <b>2.0: Target the message to a specific audience</b> <b>3.0: Produce a more complex message for a specific audience.</b>	
<i>Pre-requirements</i>	<b>Ability to write sentences.</b>	
<i>Number of exercises</i>	<b>10</b>	
<i>Summing-up exercise</i>	<b>D2 / 11 – 3.3</b>	
<i>Comments</i>		

A **message** is a communication that is considered important, generally short.

As for a letter or an email, there is a sender and a receiver.

When you write to a specific receiver, you must have in mind the social situation of the person you are writing to, how well you know them, their place in any hierarchy, etc. Always take these factors into consideration in order to choose the right style.

*The message usually includes an opening (Dear Sir, Dear Madam, Dear (name of friend), etc.), the body of the message and the signature.*

**For example, you leave this message for your colleague in her pigeonhole:**

**Dear Julie,**

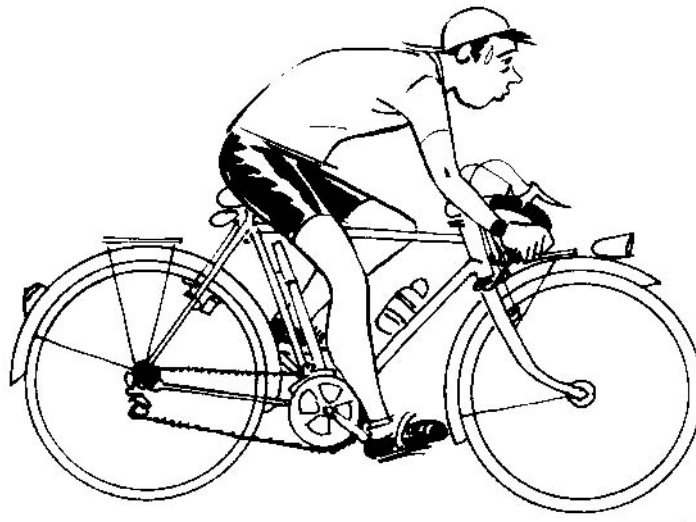
Come for a drink in our new flat, Saturday evening, 23<sup>rd</sup> at about 9m. Claire and Shane are coming, and the Martins. We've got a great DVD to watch!

**See you soon**

**Salima**

You enjoy cycling and you would like to share this pleasure with other people. You ask for information about enrolling in a cycling club (fees, programme of all the activities, etc.). Write an email to the club:

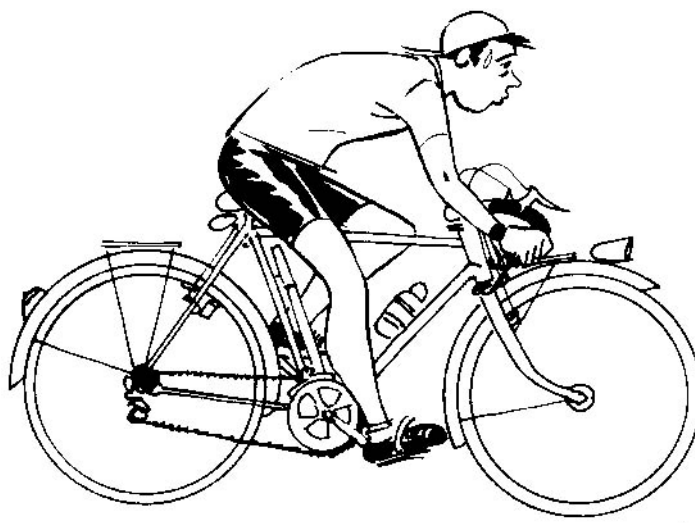
**The UK Cycling Club  
9, Barton Place  
LONDON SW6 4JS  
cyclubuk@web.co.uk**

A large empty rectangular box with a folded corner at the bottom right, intended for the student's work. The box is white with a black border and a grey shadow effect on the folded corner.

**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 1.2**

You enjoy cycling and you would like to share this pleasure with other people. You ask for information about enrolling in a cycling club (fees, programme of all the activities, etc.). Write an email to the club:

**The UK Cycling Club  
9, Barton Place  
LONDON SW6 4JS  
cyclubuk@web.co.uk**



Hello,

I really enjoy cycling and would like to share the pleasure it gives me with other people. Please could you send me some information on how to join the club and if possible a programme of your activities for the season?

Thanking you in advance,

Dennis Armstrong



You have been accepted for a work placement. You have already spent a week in the company.

Write a letter to a friend to tell them about your first week and to invite them to your house.

**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 1.3**



You have been accepted for a work placement. You have already spent a week in the company.

Write a letter to a friend to tell them about your first week and to invite them to your house.

Dear Paul,

The work placement is going really well. My colleagues are really nice. As for the boss, he helps us a lot and seems very friendly to all the staff. I think I like this sort of work.

I've got lots of things to tell you. Come and see me on Saturday at around 7pm, and I'll make supper. Don't bring anything, I'll take care of it !

Fred



Write a letter to your Italian friend. (S)he is going to spend ten days in your town in August.

You have already organised a programme of what to do during their stay. Describe the programme and give them some useful information.

**SHOW YOUR WORK TO THE TEACHER.**



You are writing to your Bulgarian friend to tell her when you are arriving in Bulgaria and ask for information.

Be very precise about your time of arrival, the name of the airport and the flight number.

**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 1.5**





You are writing to your Bulgarian friend to tell her when you are arriving in Bulgaria and ask for information.

Be very precise about your time of arrival, the name of the airport and the flight number.

Dear Ivana,

As I said, I'm arriving on 10.04.07 in Sofia on flight BA 356 from London Heathrow. My plane leaves at 12:15, London time, and arrives at 15:45, local time in Sofia. What is the weather like in Sofia? Should I bring warm clothes? Can you come and get me at the airport?

Cheers,

Sue

Spontaneously, you do not speak in the same way when you speak to a child, to your husband or wife, to your boss, to your mother, or to a friend, etc.

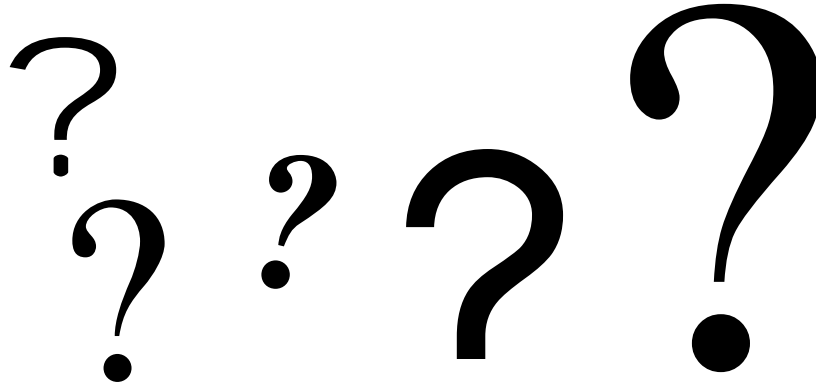
You ADAPT what you say according to the person you are speaking to. This person is the person addressed.

As you know, the way of writing and the formula you use in a letter are also different according to the person addressed.

**Here are some letter endings:**

- Lots of love,
- Cheers! See you tomorrow.
- Best regards,
- Yours sincerely,
- Yours faithfully,

When we write a message to a specific person, we have to adapt our style to that person.



**Rewrite the answers to the questions in a less familiar style.**

**1. How do you find a job?**

- Got to read the ads.

**2. I was depressed all weekend.**

- Shoulda come to our place.

**3. How will I manage with my luggage when I get to the station?**

- Just give us a buzz.

**4. However am I going to manage to pay my rent?**

- You'll just have to shift for yourself, won't you?

**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 2.2**

- 1. You should look at the classified advertisements.**
- 2. You ought to have come to see us.**
- 3. Telephone us and we'll come and get you.**
- 4. I'm afraid you'll have to manage by yourself.**



**Write to your boss to ask permission to take 2 days off for personal reasons.**

*Careful, it's your boss you're writing to!*

A large empty rectangular box for writing the answer, with a folded corner effect at the bottom right.

**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 3.1**



**Write to your boss to ask permission to take 2 days off for personal reasons.**

*Careful, it's your boss you're writing to!*

20, Fairway Place  
Darlington

1<sup>st</sup> September 2007

To the attention of Mr Geller  
Personnel manager

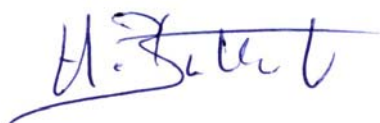
Dear Mr Geller,

As I am obliged to go away on important family business, 200 miles from here, I would like to ask your permission to take two days' unpaid leave, on Tuesday 11 and Wednesday 12 September.

Thank you for your attention.

Yours sincerely,

Anissa Ballot





You write a short letter to the manager of your company to ask him for an appointment.  
You would like to suggest some improvements to your work place.

**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 3.2**



You write a short letter to the manager of your company to ask him for an appointment. You would like to suggest some improvements to your work place.

19, Highland Rise  
Tewksbury

To the attention of Mrs Latham  
CEO, Latham Industries plc

17<sup>th</sup> February 2007

Dear Mrs Latham,

I am writing to ask for an appointment to meet you. I have discovered some interesting and relatively inexpensive ways of improving my workstation. I would be very interested in hearing your opinion.

Thank you in advance for your attention.

Yours sincerely,

A handwritten signature in blue ink that reads "L. Duchany". The signature is stylized with a long horizontal stroke underneath.

Laura Duchany



You are Jason's mother. You have received an invitation from the head teacher of his school. It is for the parents' meeting at the beginning of the year. You are unable to go. Write a short letter following this order:

1. You confirm that you have received the letter.
2. You explain that you have a problem.
3. You apologise.
4. You express your intention of getting the information later.
5. You sign off.



**SHOW YOUR WORK TO THE TEACHER  
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 3.3**

You are Jason's mother. You have received an invitation from the head teacher of his school. It is for the parents' meeting at the beginning of the year. You are unable to go. Write a short letter following this order:

1. You confirm that you have received the letter.
2. You explain that you have a problem.
3. You apologise.
4. You express your intention of getting the information later.
5. You sign off.



17 Bridgpool Street  
Newark

15 September 2007

Dear Mrs Blunt,

My husband and I have received your letter concerning the parents' meeting at the school. Unfortunately we are unable to attend, as we both work on Saturday morning. We hope you will excuse us.

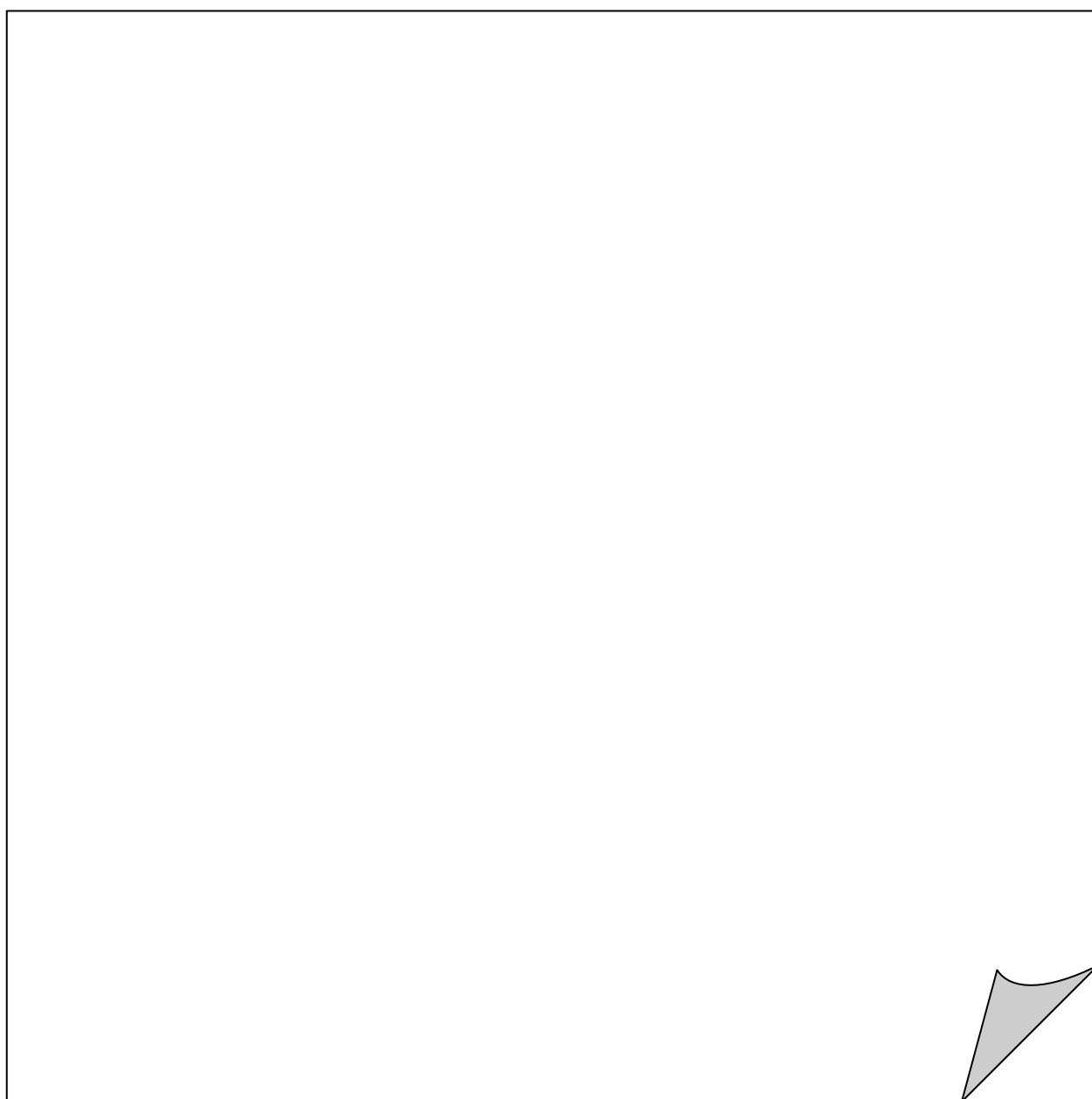
We are very sorry to have to miss this meeting. In order to receive information about how the school works and about the curriculum for this year, we will call shortly to make an appointment with Jason's teacher.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'F. Roper'.

Francesca Roper

You helped to organise a party at your local youth centre for all the members of your judo club. The committee in charge of the youth centre lent you the room free of charge, and helped to find a caterer and a group to provide music for the evening. The party was a great success, due in part to the contribution of the committee. Many members of the club have contacted you to compliment you on the organisation. You are writing to the committee on behalf of your club, to thank them for their participation and to pass on the thanks of the other members of the club. The Chairperson of the committee is Mrs Nayla Raci.



**SHOW YOUR WORK TO THE TEACHER**

**OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 3.4**

You helped to organise a party at your local youth centre for all the members of your judo club. The committee in charge of the youth centre lent you the room free of charge, and helped to find a caterer and a group to provide music for the evening. The party was a great success, due in part to the contribution of the committee. Many members of the club have contacted you to compliment you on the organisation. You are writing to the committee on behalf of your club, to thank them for their participation and to pass on the thanks of the other members of the club. The Chairperson of the committee is Mrs Nayla Raci.

*22 Beech Crescent  
Darrington,  
West Yorks*

*Mrs Nayla Raci  
Darrington Youth Centre  
Westhill Rise,  
Darrington*

*May 9th, 2007*

*Dear Mrs Raci,*

*On behalf of the Darrington Judo Club, I would like to thank you for helping to make our recent party such a success. Your assistance, your advice and your kindness contributed greatly to a wonderful evening.*

*A lot of our members have asked me to pass on their compliments for an excellent organisation, very good food, and the location, which was perfect for our numbers.*

*Our thanks again to all the committee.*

*Yours sincerely,*

Brigida Servan