

900 exercises in vocational communication	Notes for teachers	D2/12
<i>General aim</i>	D: Make a written message	
<i>Level of difficulty</i>	2	
<i>Intermediate aim</i>	1: Produce a written message	
<i>Operational aim</i>	2: Answer a questionnaire	
<i>Pre-requirements</i>	Ability to write sentences	
<i>Number of exercises</i>	5	
<i>Summing-up exercise</i>	D2/12-1.6	
<i>Comments</i>		

900 exercises in vocational communication	Exercise	D2/12-1.1
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Answer the following questions in preparation for your CV.

1. What are your contact details (address, telephone, email)?

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2. How old are you?

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3. What training courses have you taken?

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4. What is your work experience?

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5. Do you have computer skills? What in particular?

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6. What languages do you speak, and how well?

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7. What are your interests outside work?

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Show your work to the teacher.

900 exercises in vocational communication	Exercise	D2/12-1.2
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Here is a questionnaire about your lifestyle.

Answer the questions in as much detail as possible paying attention to the construction of your sentences, spelling and writing. Make complete sentences.

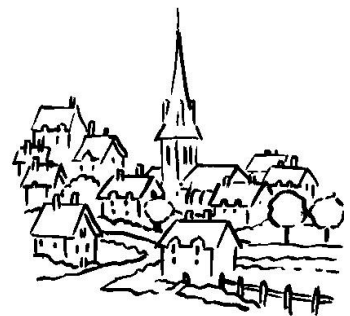
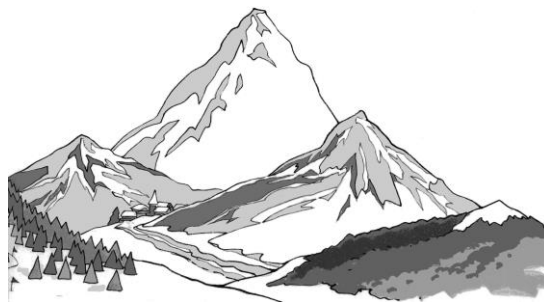
1. When were you born?
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2. What time do you get up when you go to work?
.....
3. What time do you get up when you do not go to work?
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4. What time would you like to get up if you didn't have any timetable obligations?
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5. What time do you go to bed when you have to work the next day?
.....
6. What time do you usually go to bed, when you are not working the next day?
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7. What time would you like to go to bed every day if you didn't have any timetable obligations?
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8. At what time of day do you usually feel most efficient?
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9. What time do you have breakfast when you are working?
.....
10. In general, how long do you take over breakfast?
.....
11. What time would you like to have breakfast if you didn't have any timetable obligations?
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12. How long would you like to take over breakfast if you didn't have any timetable obligations?
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Show your work to the teacher.

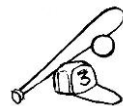
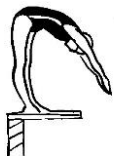
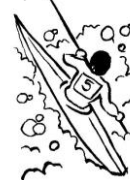
Here is a questionnaire to find out people's tastes and preferences.

Answer the questions in as much detail as possible paying attention to the construction of your sentences, spelling and writing. Always write complete sentences. The pictures shown should not influence your answer.

1. In what kind of place would you rather spend your holidays?
(the seaside, mountains, the countryside, etc.)



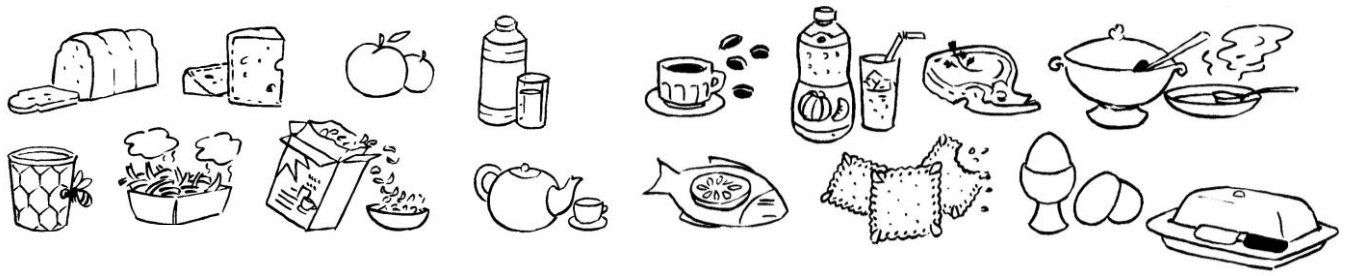
2. What is your favourite sport, whether or not you play it?



3. What is your favourite colour?

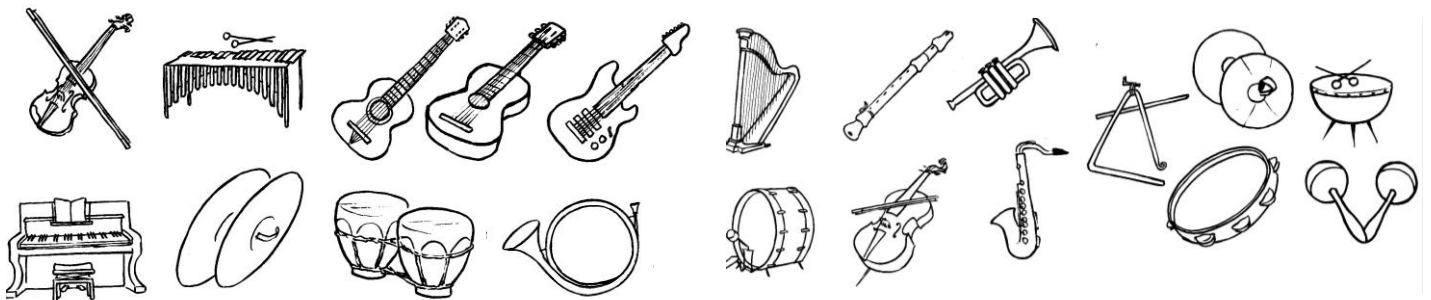
The exercise continues on the next page

4. What is your favourite type of food? Limit your answer to a maximum of 2 or 3 types.



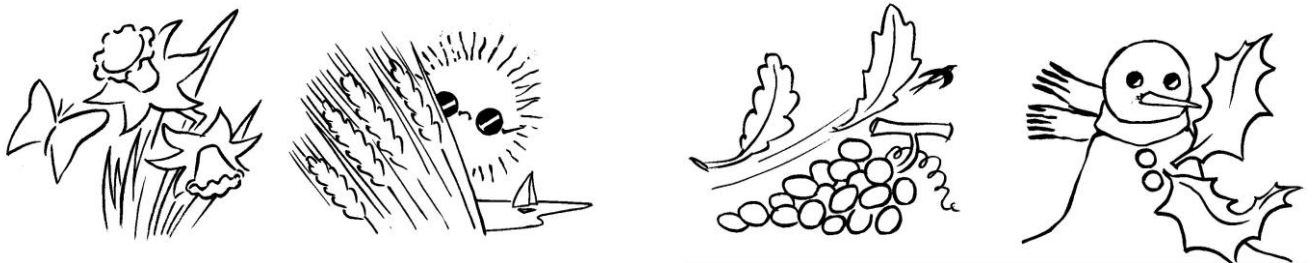
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5. What musical instrument do you prefer listening to?



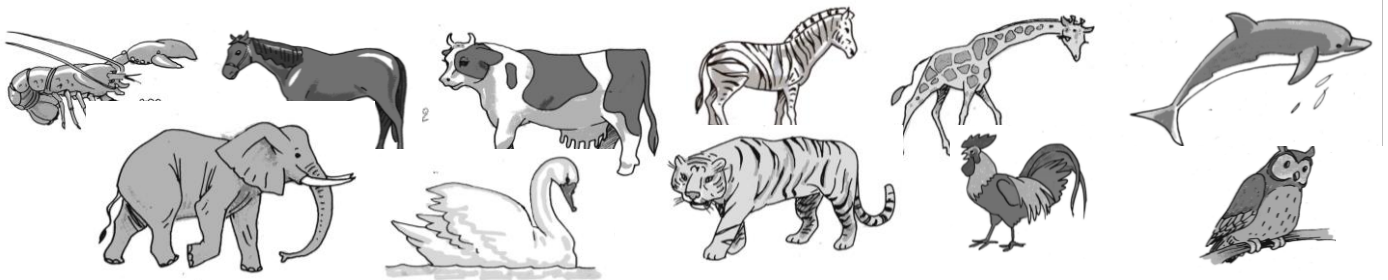
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6. Which season do you prefer? Give your reason in one sentence.



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7. If you like animals, say which is your favourite. If not, don't answer this question.



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The exercise continues on the next page

8. What drinks do you like best? Limit your answer to a maximum of 2 or 3 drinks.



9. What kind of job would you like to do, if anything was possible?



10. What do you like to do in your spare time?

Keep your answers to a maximum of 2 or 3 pastimes.

Show your work to the teacher.

900 exercises in vocational communication	Exercise	D2/12-1.4
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Here is a questionnaire asking for your opinion about children aged between 6 and 12 and their lifestyles.

Answer the questions in as much detail as possible paying attention to the construction of your sentences, spelling and writing. Always write complete sentences.

1. In your opinion, should children have pocket money? Whatever your answer, say why in just one sentence.

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2. If so, from what age? Why?

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3. If so, should they manage their own budget? Say why in just one sentence.

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4. In your opinion, is the school year perfectly adapted to children? Whatever your answer, say why in just one sentence.

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5. In your opinion, does homework, plus lessons to be learnt at home, take children too much time, or not enough, or is it perfectly suitable for children?

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6. What do you think of the way school holidays are spread out over the year? Give a precise, detailed answer.

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7. In your opinion, should parents supervise their children's schoolwork? Whatever your answer, explain why in detail.

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Show your work to the teacher.

*Here are some questions about your learning habits.
Answer each one with complete sentences.*

1. How much time do you spend on schoolwork during the week?

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2. Do you set yourself short-term, medium-term or long-term goals? Why?

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3. Do you participate actively in class or at training courses? If so, in what way?

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4. Do you use reference tools (dictionaries, grammar books, etc.)? If so, which ones? Do you always find them useful?

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The exercise continues on the next page

5. Do you ask the teacher questions outside class or training hours?
If so, can you give an example?

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6. Do you try to find rules that group together or summarise different types of knowledge? If so, can you give an example!

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7. Do you accept mistakes? Whatever your answer, say why!

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8. Do you ask for help if necessary? If yes, whom do you ask? How?

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9. Do you define your own assessment criteria?

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10. Do you look for the cause of your mistakes? Give examples.

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Show your work to the teacher.

900 exercises in vocational communication	Summing-up exercise	D2/12-1.6
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Here is a questionnaire about your opinions.

For each subject, you will write FOR or AGAINST and you will explain why in one or more sentences.

1. Are you for or against sending space rockets to other planets? Why?

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2. Are you for or against cars circulating in town centres? Why?

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3. Are you for or against the right to vote at 16? Why?

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4. Are you for or against getting a driving licence at 16? Why?

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5. Are you for or against retirement at 55? Why?

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6. Are you for or against compulsory schooling until the age of 16? Why?

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Show your work to the teacher.