

<i>900 exercises in vocational communication</i>	Notes for teachers	D2 / 21
<i>General aim</i>	D: Compose a written message	
<i>Level of difficulty</i>	2	
<i>Intermediate aim</i>	2: Organise and structure a message	
<i>Operational aim</i>	1: Look for and choose elements in order to give information. 1.0 Organise elements in order to give information 2.0 Structure messages	
<i>Pre-requirements</i>	Ability to write simple sentences.	
<i>Number of exercises</i>	4	
<i>Summing-up exercise</i>	D2/21-2.2	
<i>Comments</i>		

Giving INFORMATION consists in **PUTTING ACROSS** elements or information that are essential to the **UNDERSTANDING** of a situation, an event, a problem, etc.

As in any message you write, **the organisation** and **the classification** of these elements are essential.

EXAMPLE

The writing of an SMS shows a short but clear example of the **IMPORTANCE** of organising these elements in order to give information.

In this type of message, you must be brief, but you must not forget anything.

Here is an example situation:

A month ago I met up with an old friend whom I had not heard from for several years. He has invited me to spend a weekend in his house in the country near Brighton.

I accept and I send him an SMS.

To allow this friend to make arrangements, the SMS naturally has to indicate:

- the date and time of my arrival
- the place of arrival
- the number of people
- the length of the stay

the SMS could be written like this:

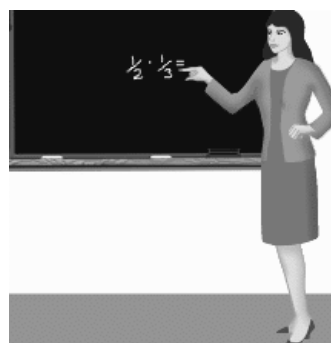
ANNE AND I ARRIVING
BRIGHTON STATION 10.15A.M. SATURDAY
LEAVING SUNDAY 6P.M.
THANKS – TOM

Here are some classified advertisements. From the information that they contain, make a short presentation of these people.

1. Fanny Pearson
General Practitioner
Every day except Sunday.
32, German Square
London SW5 2RP



2. Pauline Norton
Mathematics teacher
Private lessons
100, St. Michael's Road,
St. Albans, AL3 5PY
Tel. 01791 143 785



3. Sophie Leroy
Veterinary surgeon
Every day
Tel. 01449 812 671
25, Beech Avenue
Saltwood, CT20 3AZ



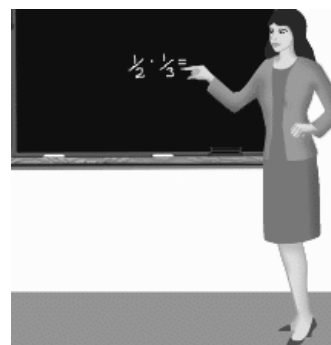
**SHOW YOUR WORK TO THE TEACHER
OR LOOK AT THE SUGGESTED ANSWERS**

Here are some classified advertisements. From the information that they contain, make a short presentation of these people.

1. Fanny Pearson is a general practitioner.
She works and sees patients every day except Sunday.
She lives in London. Her address is:
32, German Square
London SW5 2RP



2. Pauline Norton is a mathematics teacher.
She gives private lessons.
She lives in St Albans. Her address is 100, St. Michael's Road.
Her telephone number is
Tel. 01791 143 785.



3. Sophie Leroy is a vet.
She works every day, even on Sundays.
She lives in Saltwood:
25, Beech Avenue.
Her telephone number is:
01449 812 671





Classified ad:

You are looking for a detached house for a family of five: the parents and three teenage children. The family needs a garage. Write an advertisement to place in a newspaper.

As you have to pay for each line, use abbreviations in your advertisement.

Then rewrite the advertisement using complete sentences.

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Classified ad:

You are looking for a detached house for a family of five: the parents and three teenage children. The family needs a garage. Write an advertisement to place in a newspaper.

As you have to pay for each line, use abbreviations in your advertisement.

Then rewrite the advertisement using complete sentences.

Wanted det. hse. for 5 pers.
w. gge.

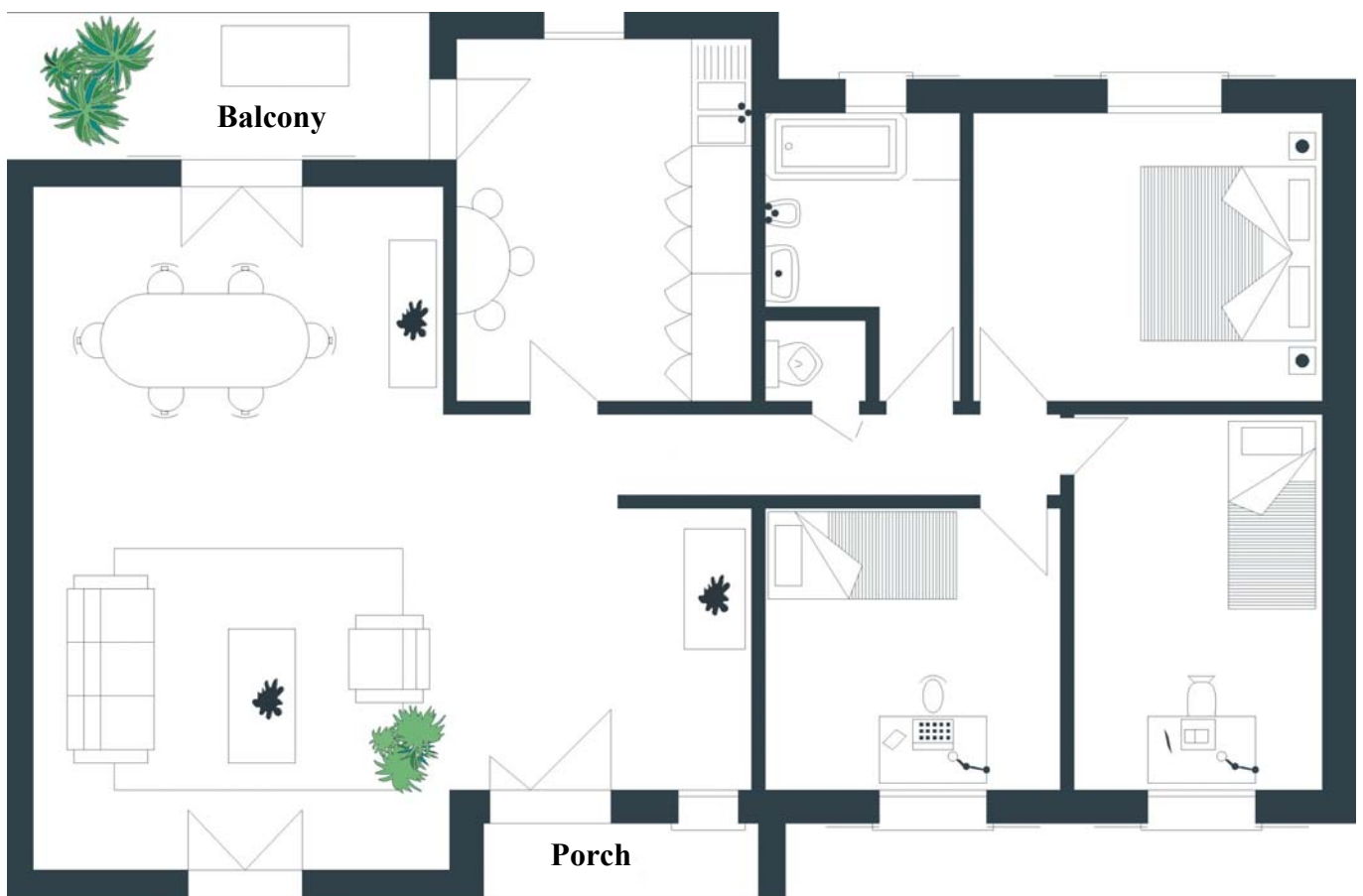
I want a detached house for 5 people, with a garage.

Here is the plan of a flat.

You work in an estate agency and are writing an advertisement for a newspaper. This advertisement must not exceed 200 characters.

Make a list of the important elements that your advertisement must contain (you can make these elements up).

Plan of the flat



**SHOW YOUR WORK TO THE TEACHER
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Here is the plan of a flat.

You work in an estate agency and are writing an advertisement for a newspaper. This advertisement must not exceed 200 characters.

Make a list of the important elements that your advertisement must contain (you can make these elements up).

- 4 rooms, kitchen, separate toilet, bath
- old stone building
- 140 m²
- gas central heating
- 5th floor, lift
- balcony overlooking park
- well situated near shops
- phone 01784 309 752



Puzzle

1. Using the elements given, put each sentence in the right order:
2. Make an amusing sentence by choosing 1 element from each column. Be careful, your sentence must be grammatically correct.

1A) On waking, a farmer	1B) declared in a radio interview	1C) that the cost of postal services was going to rise.
2A) The Communications Secretary	2B) staged a demonstration in the streets	2C) by thieves who stole jewels worth 2 million.
3A) Science students	3B) discovered	3C) that 5 of his cows had been stolen.
4A) A jeweller in Paradise Road in Newcastle	4B) was knocked down by 3 men	4C) to demand the refurbishment of the halls of residence.
5A) An old lady who was on her way home at dusk	5B) was knocked out	5C) who stole her handbag
6A) During a meeting, the leader of the opposition	6B) vehemently attacked	6C) at the Ritz Hotel.
7A) A hold-up	7B) took place	7C) the government's policies.

LOOK AT THE ANSWERS ON THE NEXT PAGE

1.

On waking, a farmer	discovered	that 5 of his cows had been stolen.
The communications secretary	declared in a radio interview	that the cost of postal services was going to rise.
Science students	staged a demonstration in the streets	demanding the refurbishment of the halls of residence.
A jeweller in Paradise Road in Newcastle	was knocked out	by thieves who stole jewels worth 2 million.
An old lady who was on her way home at dusk	was knocked down by 3 men	who stole her handbag.
During a meeting, the leader of the opposition	vehemently attacked	the government's policies.
A hold-up	took place	at the Ritz hotel.

2.

- A jeweller in Paradise Road in Newcastle discovered that 5 of his cows had been stolen.
- During a meeting, the leader of the opposition was knocked down by 3 men who stole her handbag.