

<i>900 exercises in vocational communication</i>	Notes for teachers	D2/23
<i>General aim</i>	D: Put ideas into a hierarchy	
<i>Level of difficulty</i>	2	
<i>Intermediate aim</i>	2: Organise and give structure to a message	
<i>Operational aim</i>		
<i>Pre-requirements</i>	Ability to write simple sentences	
<i>Number of exercises</i>	10	
<i>Summing-up exercise</i>	D2/23-1.11	
<i>Comments</i>	<p>The ideas given in the example D2/23-1.2 are of course subjective and therefore to be used with caution. However, they can be used for a debate within the group.</p>	

To defend a point of view or give an explanation, we sometimes have a lot of ideas. Or a lot of information to give.

Stating a whole lot of ideas in one go is not a lot of use!

So we have to CLASSIFY them and put them in an order of PRIORITY, that is, list them in a certain order.

This order can be increasing or decreasing, going from the most important to the least important or vice versa. The order must always be logical.

EXAMPLE

Here are 12 general ideas on the probable causes of juvenile delinquency:

1. The influence of cinema
2. Increasing unemployment
3. Social injustice
4. The use of violence for gain
5. Failure of the school system
6. The place given to crime in the press and on television
7. The importance of money
8. Desires created by advertising
9. Miscarriages of Justice
10. Parents who give up
11. The inadequacy of the police
12. The lack of moral education

GO TO THE NEXT PAGE

These 12 ideas can be grouped into 4 general ideas:

A. The use of violence for gain:

1. The influence of cinema
4. The use of violence for gain
6. The place given to crime in the press or on television
7. The importance of money

B. The attraction of wealth and money:

8. Desires created by advertising
7. The importance of money

C. The difficulties encountered by young people to integrate in society:

2. Increasing unemployment
3. Social injustice

D. The powerlessness of society and its traditional methods:

5. Failure of the school system
9. Miscarriages of justice
10. Parents who give up
11. The inadequacy of the police
12. The lack of moral education

<i>900 exercises in vocational communication</i>	Exercise	D2 / 23 - 1.2
		Eval.:



**The secretary has left a few messages for Mrs Martin, a lawyer.
Work out the timetable for her day.**

Mr Granger is coming at 3pm and not at 5pm.

Today is your husband's birthday.

At half past twelve you have a business lunch with the French partner.

At 10am you have to phone the magistrate.

Mr Dibson is coming to see you at 9.30.

You must be at the bank at 11.

At 6pm Mr Lionel is coming to show you his report.

Look at the answers for D2 / 13 – 1.2



**The secretary has left a few messages for Mrs Martin, a lawyer.
Work out the timetable for her day.**

At 9.30 meeting with Mr Dibson.

At 10.00 phone the magistrate.

At 11.00 appointment at the bank.

At 12.30 business lunch with the French partner.

At 3pm meeting with Mr Granger.

At 6pm consultation with Mr Lionel.

At 7pm go and buy a birthday present for her husband .



Write down the 12 qualities that you would look for in the ideal person.
Then classify the qualities in order of importance.



Qualities

Order of importance

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-
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-
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1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

SHOW YOUR WORK TO THE TEACHER

900 exercises in vocational communication	Exercise	D2 / 23 – 1.4
		Eval.:



Here are some instructions. Put them in the order that seems most logical to you to prepare the recipe for *Potatoes Renaissance*.

1. Bake in the oven for twenty-five minutes.
2. Season with salt and pepper.
3. Mix with the diced ham and three eggs beaten.
4. Boil the potatoes.
5. Mash them .
6. Put the mixture in a greased oven dish.
7. Mix well.
8. When they are cooked, peel them.
9. Add five spoonfuls of cream and two knobs of butter.

Look at the suggested answers for D2 / 13 – 1.4



Here are some instructions. Put them in the order that seems most logical to you to prepare the recipe for *Potatoes Renaissance*.

1. Bake in the oven for twenty-five minutes.
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4 8 5 3 2 9 7 6 1



Put the seven paragraphs of this text in the right order.

First find the introduction and the conclusion. Look for clues to help you identify the order of the paragraphs.

Model – what a wonderful job!

1) At five o'clock, she has another appointment on the other side of town. Half an hour in the tube and a quarter of an hour on the bus. She listens carefully to the explanations of the person directing the advertisement they are filming.

2) She goes out. It's already twelve o'clock. Today she has time for lunch. Salad, ham, and a slice of toast: she has to watch her weight!

3) Time to go home. It's nearly 10pm! A model must not go to bed too late. A tired complexion means no work!

4) Her day begins with a session in the gym near her home. Then at nine o'clock, Agnes goes to her first appointment. Seven girls are already waiting. This is going to take a while. Patience! She sits down and reads a magazine. Finally she is called. This is to show tennis outfits. That's fine. She notes down the date and the time of the photo session.

5) She goes home. It's getting late. She is tired. But she just has time to take a bath and get ready. She's going out with her boyfriend.

6) Seven o'clock. Models have to get up early. Agnes, 19 years old, has a cup of coffee without sugar, a piece of toast and a piece of fruit, then she puts on her make-up and a casual outfit: jeans and a flowery sweatshirt.

7) At 2pm, she is modelling summer dresses. She has her make-up done. This is February. She has to go out in the cold and pose in a light summer dress. And of course, she has to smile, it if it were the height of summer.

LOOK AT THE SUGGESTED ANSWERS FOR D2 / 13 – 1.5



Mannequin – what a wonderful job!

6) Seven o'clock. Models have to get up early. Agnes, 19 years old, has a cup of coffee without sugar, a piece of toast and a piece of fruit, then she puts on her make-up and a casual outfit: jeans and a flowery sweatshirt.

4) Her day begins with a session in the gym near her home. Then at nine o'clock, Agnes goes to her first appointment. Seven girls are already waiting. This is going to take a while. Patience! She sits down and reads a magazine. Finally she is called. This is to show tennis outfits. That's fine. She notes down the date and the time of the photo session.

2) She goes out. It's already twelve o'clock. Today she has time for lunch. Salad, ham, and a slice of toast: she has to watch her weight!

7) At 2pm, she is modelling summer dresses. She has her make-up done. This is February. She has to go out in the cold and pose in a light summer dress. And of course, she has to smile, it if it were the height of summer.

1) At five o'clock, she has another appointment on the other side of town. Half an hour in the tube and a quarter of an hour on the bus. She listens carefully to the explanations of the person directing the advertisement they are filming.

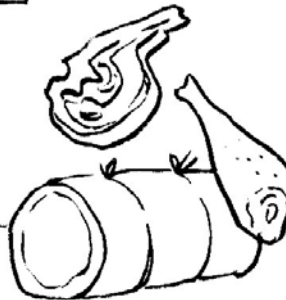
5) She goes home. It's getting late. She is tired. But she just has time to take a bath and get ready. She's going out with her boyfriend.

3) Time to go home. It's nearly 10pm! A model must not go to bed too late. A tired complexion means no work!

6 4 2 7 1 5 3



Write down 10 characteristics that make a job worthwhile for you.
Then classify them in order of importance.



Characteristics

Order of importance

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-
-
-
-
-
-
-
-
-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

SHOW YOUR WORK TO THE TEACHER

900 exercises in vocational communication	Exercise	D2 / 23 – 1.7
		Eval.:

For you, what makes an evening a success?
Give ten reasons and classify them in order of importance.

Characteristics

Order of importance

- | | |
|---|-----|
| - | 1. |
| - | 2. |
| - | 3. |
| - | 4. |
| - | 5. |
| - | 6. |
| - | 7. |
| - | 8. |
| - | 9. |
| - | 10. |
| - | |
| - | |

SHOW YOUR WORK TO THE TEACHER

<i>900 exercises in vocational communication</i>	Exercise	D2 / 23 – 1.8
		Eval.:

For you, what makes a holiday a success?
Give ten characteristics and classify them in order of importance.

Characteristics

Order of importance

- | | |
|---|-----|
| - | 1. |
| - | 2. |
| - | 3. |
| - | 4. |
| - | 5. |
| - | 6. |
| - | 7. |
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| - | 10. |
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SHOW YOUR WORK TO THE TEACHER

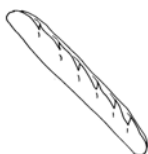
900 exercises in vocational communication	Exercise	D2 / 23 – 1.9
		Eval.:

Here are some very different ideas for earning money.
Classify them from the most realistic to the least realistic.
Put numbers to the left of your ideas.



- ___ Rob a bank.
- ___ Play the lottery.
- ___ Gamble all your money at the casino.
- ___ Mow your neighbour's lawn regularly.
- ___ Baby-sit for Kate's children every Friday and Saturday.
- ___ Help Kevin revise his maths every week.
- ___ Serve behind the bar at the pub every weekend.
- ___ Walk Mrs Bailey's dogs every evening.
- ___ Mend everyone's mopeds in the area.
- ___ Marry someone very rich.

SHOW YOUR WORK TO THE TEACHER



You have made a list of all the tasks you have to do. Some of them are for today, some can wait 1 or 2 days, and others could wait even longer.

- Fetch a holiday catalogue from the travel agency for next summer.
- Make an appointment at the vet's for your very sick cat.
- Pay your phone bill.
- Call Nathalie for a chat.
- Order a pizza for lunch.
- Give a document back to John so that he can finish his urgent job.
- Make an appointment at the hairdresser's.
- Go shopping for a new pair of trousers.
- Sort out your CD collection.
- Buy an ink cartridge so that you have a spare one.

Classify these tasks in order of urgency.

Urgent	Fairly urgent	Not urgent

SHOW YOUR WORK TO THE TEACHER