

<i>900 exercises in vocational communication</i>	Notes for teachers	D2 / 31
<i>General aim</i>	D: COMPOSE A WRITTEN MESSAGE	
<i>Level of difficulty</i>	2	
<i>Intermediate aim</i>	3 Write a message	
<i>Operational aim</i>	1 Write complex sentences.	
<i>Pre-requirements</i>		
<i>Number of exercises</i>	9	
<i>Summing-up exercise</i>	<i>D2 / 31 – 1.10</i>	
<i>Comments</i>	For exercises D1/31-1.7 and D1/31-1.8, it would be an advantage to be able to use colour photocopies of the paintings.	

Simple sentences are useful when we are talking or writing about an event. But they are less suitable to express ideas. In this case, it is preferable to use complex sentences too.

Example:

"It's fine."

"I'm going to town."

These two simple sentences can become one single sentence, which is now a complex sentence:

"As it is fine, I'm going to town."

or:

"Because it's fine, I'm going to town."

or:

" Since it's fine, I'm going to town."

or:

"I'm going to town because it's fine."

or:

" I'm going to town since it's fine."

<i>900 exercises in vocational communication</i>	Exercise	D2 / 31 - 1.2
		Eval.:

In each series, transform the two simple sentences into one complex one.

1. – I can't come to the meeting.

- I have an urgent job to do.

→

2. - Giles couldn't come to see my brother's match.

- He was in Birmingham for the week.

→

3. - We cut short our walk.

- It was beginning to rain.

→

4. - It's difficult to make a decision.

- Let's leave it at that.

→

Look at the suggested answers for D2 / 31-12

In each series, transform the two simple sentences into one complex one.

1. – I can't come to the meeting.

- I have an urgent job to do.

→ I can't come to the meeting as I have an urgent job to do.

2. - Giles couldn't come to see my brother's match.

- He was in Birmingham for the week.

→ Giles couldn't come to see my brother's match because he was in Birmingham for the week.

3. - We cut short our walk.

- It was beginning to rain.

→ As it was beginning to rain, we cut short our walk.

4. - It's difficult to make a decision.

- Let's leave it at that.

→ Since it's difficult to make a decision, let's leave it at that.

How do we link simple sentences to make a complex sentence?

The words that make the link between the different parts of a complex sentence can be, for example:

- “co-ordinating conjunctions”:

“but”, “or”, “and”, “therefore”, “so”, “neither”, “and yet”.

- “relative pronouns”

“who”, “that”, “which”, “where”, “whose”, “when”, “why”

- “subordinating conjunctions”:

“because”, “since”, “in order that”, “the moment that”, “so that”...

Examples:

I bought a new car.
It goes really well.
I bought a new car **that** goes really well.

This is a photo of a friend of mine.
I often think about him.
This is a photo of a friend of mine **who** I often think about.

The weather is gorgeous.
He has taken an umbrella.
The weather is gorgeous **and yet** he has taken an umbrella.

I don't mind the cold.
I prefer hot countries.
I don't mind the cold **but** I prefer hot countries.

*Try to imagine a possible idea for each of the following situations.
Write this idea using "if".*

Example:

Old people would be less isolated.

→ If our society was more humane, old people would be less isolated.

1. We would know each other better.

→

2. Nature would be less polluted.

→

3. I would learn Chinese.

→

4. I would choose a well-known brand.

→

5. Young people would have more hope for the future.

→

6. We would be very surprised.

→

7. Peace would be severely threatened.

→

8. I would call the fire brigade.

→

Look at the answers for D2/31-1.4

*Try to imagine a possible idea for each of the following situations.
Write this idea using “if”.*

Example:

Old people would be less isolated.

→ If our society was more humane, old people would be less isolated.

1. We would know each other better.

→ If we saw each other more often, we would know each other better.

2. Nature would be less polluted.

→ If everybody was more careful, nature would be less polluted.

3. I would learn Chinese.

→ If I got this job in Beijing, I would learn Chinese.

4. I would choose a well-known brand.

→ If I could afford it, I would choose a well-known brand.

5. Young people would have more hope for the future.

→ If there was less unemployment, young people would have more hope for the future.

6. We would be very surprised.

→ If Paul arrived before 4pm, we would be very surprised.

7. Peace would be severely threatened.

→ If the agreements were not signed, peace would be severely threatened.

8. I would call the fire brigade.

→ If a fire broke out, I would call the fire brigade.

*Aesop was Greek and lived in ancient times. He was a slave who had a lot of very funny ideas which he transformed into fables.
Many other writers have taken their inspiration from him.*

Here is the story of the fox and the grapes. Try to write the story so that it is interesting and amusing. You might, for example, describe the vine and the fox with adjectives of your choosing.

- A grapevine is climbing up a wall.
- It has a lot of grapes.
- A fox comes along.
- He is hungry.
- Then he sees the grapes.
- He wants to eat some.
- He jumps very high.
- He tries to climb.
- He can't catch anything.
- These grapes are too sour, exclaims the fox.
- And he goes away!



A vine bearing lovely ripe grapes was climbing up a long wall.

Look at the suggested answers for D2/31-1.5

Aesop was Greek and lived in ancient times. He was a slave who had a lot of very funny ideas which he transformed into fables.

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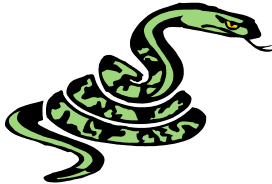
A vine bearing lovely ripe grapes was climbing up a long wall.

A fox, drawn by the sun that was warming the wall, came by. Greedy and hungry, like all foxes in fables, he said to himself that these grapes, that were just waiting to be eaten, were a meal fit for a king.

But then, how to reach them, those delicious, yet far away grapes? Our friend the fox jumped, leapt, and tried all he could. He even attempted to climb the wall. Nothing worked. The grapes remained up above, and the fox down below.

Angry and tired from so much effort in vain, the fox decided to give up. Just as he was leaving, he gave a last look at the grapes and declared in a loud voice: "Hmph! Anyway those grapes are much too sour for my liking!"

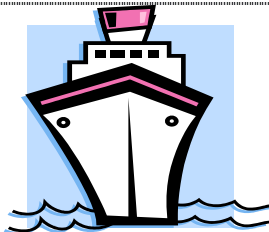
*Practise writing complex sentences.
Complete these sentences.*



I was very frightened when the snake ...



I went to eat at a fast food place, even though ...



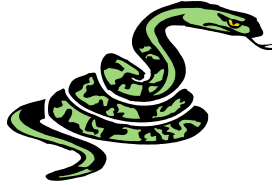
I've always dreamed of sailing on an ocean liner because ...



I won't buy a new car as ...

Look at the answers for D2/31-1.6

These answers suggest several possible sentences. There are others.
You can also show your work to the teacher.



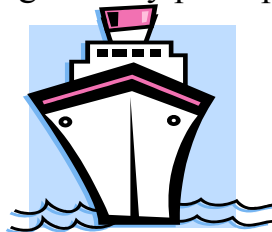
I was very frightened when the snake ...

- was poised ready to strike
- started hissing
- stared at me



I went to eat at a fast food place, even though ...

- I was trying to lose weight
- it's not very nice
- it's against my principles



I've always dreamed of sailing on an ocean liner because ...

- I love the sea
- I'm really impressed by those huge ships
- I'd love to see some dolphins one day



I won't buy a new car as ...

- mine is still all right
- I haven't got enough money
- I love old cars

Describe this painting using both simple and complex sentences.

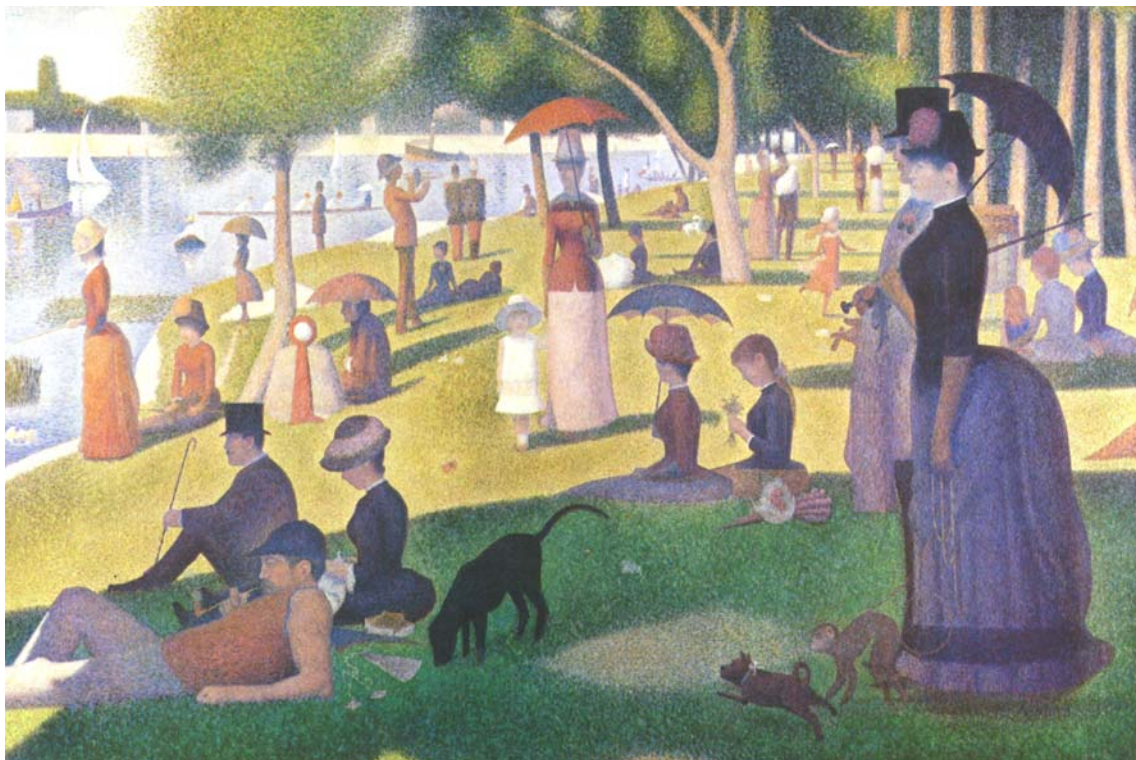


Georges SEURAT: A Sunday afternoon on the île de la Grande Jatte, 1884/86, 205.7x305.8 cm

A large empty rectangular box intended for the student's written response to the exercise.

Look at the suggested answers for D2/31-1.7

Describe this painting using both simple and complex sentences.



Georges SEURAT: A Sunday afternoon on the île de la Grande Jatte, 1884/86, 205.7x305.8 cm

It's Sunday afternoon. The weather is superb on the île de la Grande Jatte where a lot of people come to enjoy themselves. It is towards the end of the 19th century. The women are wearing long dresses and hats that were in fashion at the time. They are protecting themselves from the sun with parasols, because in those days, people didn't go sunbathing! Dogs are walking around. The show of boats on the river interests quite a lot of people, who are looking on from a distance. The people in the painting don't seem to be communicating with each other very much. Perhaps people didn't in those days ...

Describe this painting using both simple and complex sentences.



Pieter BRUEGEL: Country wedding, 1568, 114x163 cm

Look at the suggested answers for D2/31-1.8

Describe this painting using both simple and complex sentences.



Pieter BRUEGEL: Country wedding, 1568, 114x163 cm

This painting shows a peasant wedding in the 16th century. Around a long table are seated what are probably the family and friends of the couple, who we cannot easily identify. Musicians are playing for the guests, who are sitting on benches. Two men are bringing pies on wooden planks resting on sticks. In the bottom left-hand corner of the picture, there are a lot of empty jugs. A man is filling one of them. A child, who is sitting on the floor, is eating. In spite of the party, the people do not seem particularly happy.

*Here is some advice that might be useful for a job interview, for example.
It is a series of complex sentences divided into 2 parts.
Match the beginning of each sentence on the left with the ending on the right.*

- | | |
|---|---|
| 1. The first impression is the most important and | has already won half the battle. |
| 2. The person who shows that he is interested and polite | if you smile and look at the person you are speaking to. |
| 3. Your linguistic efforts will be more successful, | choose your best language register. |
| 4. Pay attention to the way you speak: | that you master two of the most important rules of communication. |
| 5. Letting the other person speak and listening carefully shows | this impression is formed in only 7 seconds. |
| 6. What counts, | will not have much success, either at work or in private life. |
| 7. The person who pays no attention to the way he behaves | is attention, interest and a good sense of observation. |

Look at the answers for D2/31-1.9

Here is some advice that might be useful for a job interview, for example.

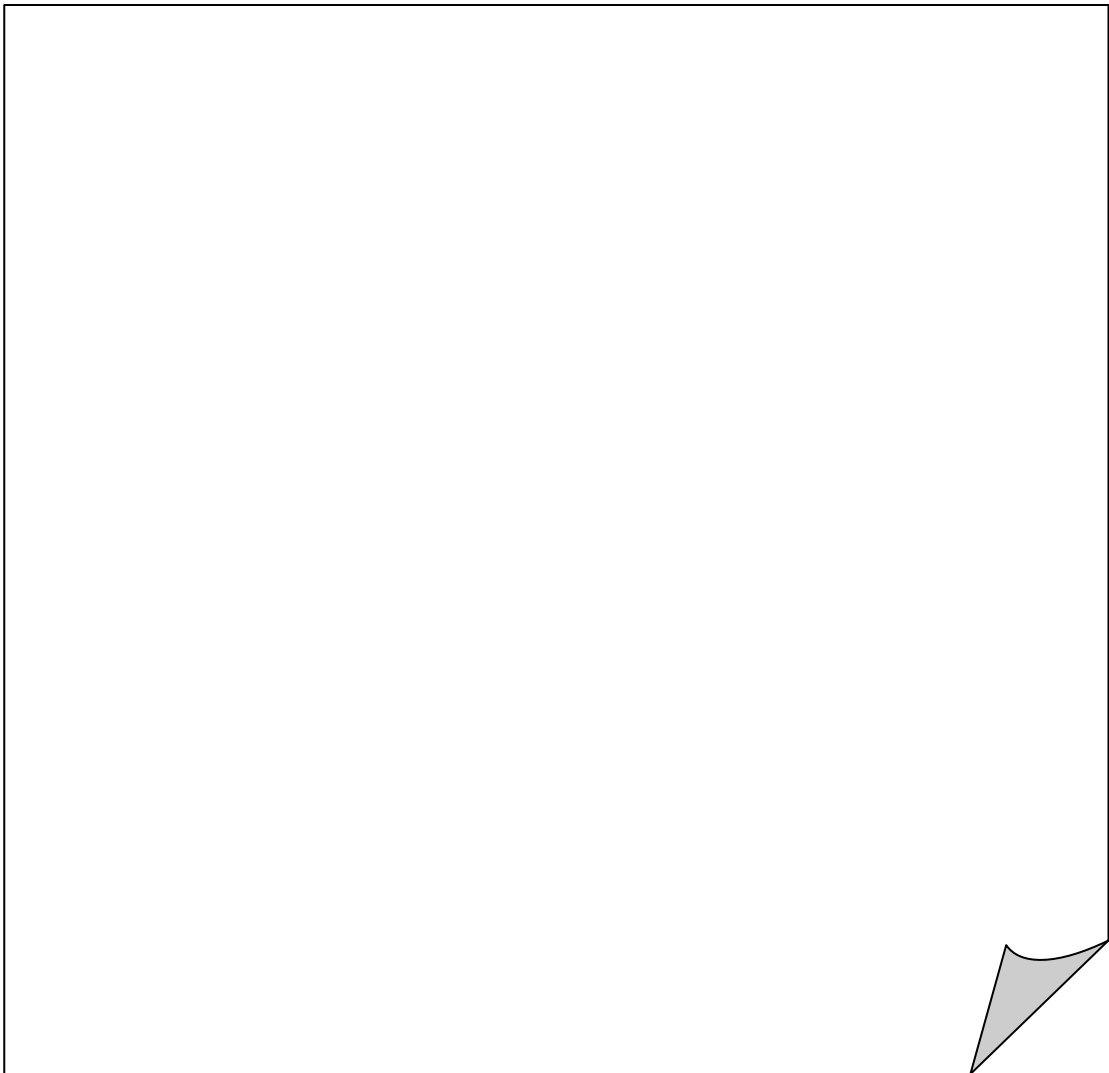
It is a series of complex sentences divided into 2 parts.

Match the beginning of each sentence on the left with the ending on the right.

- | | |
|---|--|
| 1. The first impression is the most important and | 2. has already won half the battle. |
| 2. The person who shows that he is interested and polite | 3. if you smile and look at the person you are speaking to. |
| 3. Your linguistic efforts will be more successful, | 4. choose your best language register. |
| 4. Pay attention to the way you speak: | 5. that you master two of the most important rules of communication. |
| 5. Letting the other person speak and listening carefully shows | 1. this impression is formed in only 7 seconds. |
| 6. What counts, | 7. will not have much success, either at work or in private life. |
| 7. The person who pays no attention to the way he behaves | 6. is attention, interest and a good sense of observation. |

One of your friends has told you about how his car was damaged and he asks you to write the account for his insurance company. To write this account, use complex sentences and an appropriate language register. Use your friend's description to write the account.

See... I was in the car park under my block of flats. I wasn't going fast or anything: I was looking for a parking space. Suddenly, I felt this bump from behind, on the right of the car. It was a young bloke. He was reversing out of his space, see. He bumped into me. He got out straight away. He said he hadn't looked behind him. He had no damage to his bumper. But my rear door was pretty badly dented. Now I can't even open the thing. It just doesn't want to know. And that's it.



Look at the suggested answers for D2/31-1.10

One of your friends has told you about how his car was damaged and he asks you to write the account for his insurance company. To write this account, use complex sentences and an appropriate language register. Use your friend's description to write the account.

See... I was in the car park under my block of flats. I wasn't going fast or anything: I was looking for a parking space. Suddenly, I felt this bump from behind, on the right of the car. It was a young bloke. He was reversing out of his space, see. He bumped into me. He got out straight away. He said he hadn't looked behind him. He had no damage to his bumper. But my rear door was pretty badly dented. Now I can't even open the thing. It just doesn't want to know. And that's it.

I was in the car park underneath my block of flats. I was not driving fast as I was looking for a parking space. All of a sudden I felt a jolt from the rear of the car, on the right hand side. It was a young man who had driven into me while reversing out of his parking space. He immediately got out of his car, and told me he had not looked in his rear view mirror. His back bumper was hardly damaged at all, whereas my rear door was quite severely dented. I cannot open it at all, as it is completely buckled.