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| <i>900 exercises in vocational communication</i> | Notes for teachers | D2 / 32 |
| <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> | 2 Write a simple text. | |
| <i>Pre-requirements</i> | Ability to write simple and complex sentences. | |
| <i>Number of exercises</i> | 5 | |
| <i>Summing-up exercise</i> | D2 / 32 – 1.6 | |
| <i>Comments</i> | <p>Exercise D2/32-1.5 goes beyond the aims of this module. First of all, the learners have to find the solution to the problem before writing the text. If the work is done in groups, the solution can be found by the group working together.</p> | |

*900 exercises in
vocational
communication*

Example

D2 / 32 -1.1

During my work placement, I needed to take a day off.
I had to fill in a form to make the request in my company.

R e q u e s t

Emma Dreyfus

Full name

16, Rosebery Avenue

Address

Yeovil BA9 6AL

Town and post code

03/04/2007

Date

Request for leave

Reason:

If possible, I would like to have next Friday off, 20 April 2007.

*I am a member of the Yeovil basketball team and we
have an important tournament in Austria that weekend.*



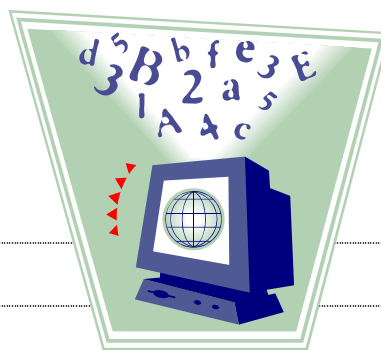
Signature

You take part in a forum and you read the following request:

Hi, on Sunday 23rd June, there is going to be an exhibition by all the best gymnasts, in your town. I would like to come and spend the Saturday night there. Can anyone give me some advice on where to stay (like a B&B) please?

*TIA,
Tina*

Answer this request.



Look at the suggested answers for D2/32-1.2

You take part in a forum and you read the following request:

Hi, on Sunday 23rd June, there is going to be an exhibition by all the best gymnasts, in your town. I would like to come and spend the Saturday night there. Can anyone give me some advice on where to stay (like a B&B) please?

*TIA,
Tina*

Answer this request.

Hi Tina,

I've asked a friend of mine. She knows a lot of people and is very resourceful. She thinks she can find you a very reasonable B&B. She says to contact her direct. Her email is: jenny.didi@net.net

Let me know how you get on. It would be great to meet up when you're here.

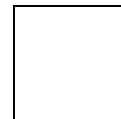
Kathy



*Patricia is spending her summer holidays in Wales.
She writes a postcard to her best friend.*



Paragliding in Wales



Look at the suggested answers for D2/32-1.3

Patricia is spending her summer holidays in Wales.
She writes a postcard to her best friend.



Paragliding in Wales

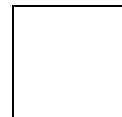
Hi Martha!

Here's a postcard from the Welsh mountains. Loads of people come here to go paragliding. It looks fantastic fun: it must make you feel like a bird! I'd really love to try, but my mother is too scared to let me! Pity!

I hope you're having a great holiday. See you soon!

Love,

Monica



Martha Brown

2, Bell Tower Street

GRAPHOVILLE

HL20 4AZ

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|--|-----------------|----------------------|
| <i>900 exercises in vocational communication</i> | Exercise | D2 / 32 – 1.4 |
| | | Eval.: |

*You take part in a competition where you can win some very good prizes.
 You have to write a short text to describe your future life.*

**Hey everybody!
 What sort of life
 do you want?**

Look at the suggested answers for D2/32-1.4

You take part in a competition where you can win some very good prizes.
You have to write a short text to describe your future life.

Hey everybody! What sort of life do you want?

Answer 1:



I definitely do not want to be a housewife. First of all, I'm going to finish school. Then I want to start an apprenticeship as a chef. I'd also like to get some work experience in other countries to find out about different cuisines.

At first I'd like to live on my own. My dream is to find a man who I could set up a restaurant with, preferably in a southern European country. We would get married and I'd like two children.

Luisa

Answer 2:

To be a painter-decorator and have my own business...

I want to finish school and then do an apprenticeship as a painter-decorator. I've already done a few placements in painting and decorating firms. I really enjoy it. My apprenticeship will last 3 years. After that, I'm going to buy a car.

I'd like to find my ideal partner and have two children. I want to set up my own business. The children could even work in the business.



Andrew

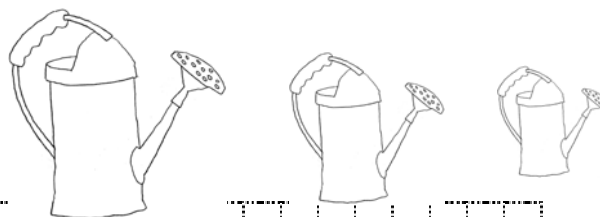
Do you know riddles? Here's one for you. You have three empty watering cans:

- one that contains 8 litres
- one that contains 5 litres
- one that contains 3 litres

It's written on them! But there is no graduation marked inside. You have enough liquid fertiliser for 2 litres of water! Your plants are badly in need of it.

How are you going to manage to have exactly 2 litres of water using your 3 watering cans and water from the tap?

Find the solution, then describe it.



1st solution:

1°) $8 - 3 = 5$

2°) empty the 3l can

3°) $5 - 3 = 2$

2nd solution:

1°) $8 - 5 = 3$

2°) $5 - 3 = 2$

2. Description:

1st solution:

I fill the 8-litre watering can with water. With the water from this can, I fill the 3-litre can. With the 5 litres that remain in the 8-litres- can, I refill the 3-litre can. Now there are exactly 2 litres left in the big watering can.

2nd solution:

I fill the 8-litre watering can with water. With the water from this can, I fill the 5-litre can. With these 5 litres I fill the 3-litre can. I have exactly 2 litres left in the 5-litre watering can.

You are doing a report in several parts for your school newspaper. Your friend went with his football team to a friendly tournament in Portugal. You went with the group. You travelled by plane to Porto.

Here are some hints for writing your article:



- Departure
- Plane trip
- Arrival in Porto
- Accommodation
- The tournament
- Contacts
- Return



Write about one of the parts here:

As you know, our school has a good reputation for participating in international football tournaments. This year we took part in a friendly tournament in Porto.

On Thursday afternoon we took the direct flight for Porto. The players, two sports teachers and a few lucky supporters took part in this trip to Porto.

The flight took a little over two hours. For a lot of us, it was our first flight. We talked about the tournament and of course we hoped we would win.

We stayed with Portuguese families. It wasn't very easy because we didn't speak Portuguese. But we managed, and it was really nice.

The first two days, we visited the town with the pupils from the Portuguese school. We also went on a boat trip down the Douro, the river that runs through Porto. In the afternoons, the players had tough training sessions.

To be continued in the next issue.

