

<b><i>900 exercises in vocational communication</i></b>	<b>Notes for teachers</b>	<b>D3 / 12</b>
<b><i>General aim</i></b>	<b>D: Make a written message</b>	
<b><i>Level of difficulty</i></b>	<b>3</b>	
<b><i>Intermediate aim</i></b>	<b>1: Produce a written message</b>	
<b><i>Operational aim</i></b>	<b>2: Give explanations in writing</b>	
<b><i>Pre-requirements</i></b>	<b>Ability to write well-structured sentences</b>	
<b><i>Number of exercises</i></b>	<b>7</b>	
<b><i>Summing-up exercise</i></b>	<b>D3/12-1.8</b>	
<b><i>Comments</i></b>		

“Explain” comes from the Latin verb “*explanare*” meaning “flatten.” If something can be explained, it is “explicable” which comes from the Latin “*explicare*”, meaning “unfold”.

To give explanations, therefore, involves making information understood or known by developing it, clarifying it, or adding details or examples.

To do this, you generally have to:

1. isolate and explain any difficult words
2. explain them independently
3. go back to the original sentences and say it in a different way.



### Example:

Here is a sentence:

*“Rather than just advertising, this sportswear company prefers the publicity that the great brotherhood of showbiz can bring on TV, in the papers and on the radio.”*

Three words need explaining for this idea to be fully understood:

*publicity, brotherhood, showbiz*

- **Publicity**, for a company, consists in making a product known, by using techniques or services whose job is specifically to deal with the task.
- The term **brotherhood** alludes to groups of people united by work and/or common interests.
- The word **showbiz** is a slightly pejorative diminutive of *show-business*, referring to the acting profession, but more specifically people concerned with variety artistes.

THE EXAMPLE CONTINUES ON THE NEXT PAGE

<i>900 exercises in vocational communication</i>	<b>Explanations and example</b> (Page 2)	<b>D3 / 12 - 1.1</b>
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**Now that the clarifications have been given, the sentence in question takes on all its meaning:**

The author wanted to say that, to ensure the sales of a product, the company uses the celebrity of a few variety stars: not only is there no need to make them known, since they already are, but also the most influential media make sure that the general public hears about any product they use quickly and often. It is enough to know that a famous star (in music, sport or the cinema) wears a certain brand, and the public will follow suit.

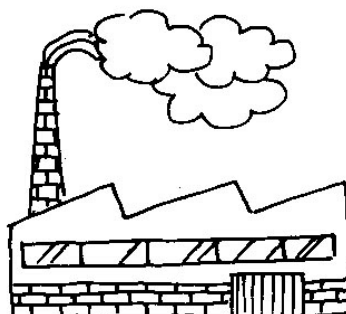


In most cases, GIVING EXPLANATIONS consists mainly in giving the reasons for a phenomenon, an event or a choice (for example: give explanations about the results of a vote).

There follows a series of exercises. First choose a subject that you like in the series given and do the exercises. Show your work to the teacher. Continue until your work is satisfactory. The first exercise has suggested answers that you can consult for information.

### **SERIES OF EXERCISES ON THE FOLLOWING PAGES**

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>D3 / 12 - 1.2</b>
		<b>Eval.:</b>

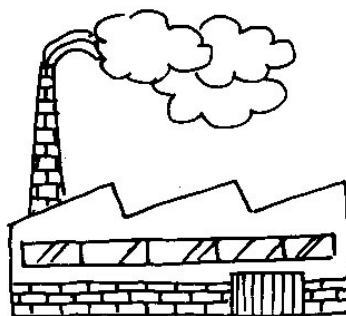


For reasons that you will determine, you were not able to go to a friend's house as you had promised, so that you could to the factory together. You put a note under his door to explain.

Write the note here!

**SHOW YOUR WORK TO THE TEACHER.**

**YOU CAN ALSO LOOK AT THE SUGGESTED ANSWERS FOR B3/12-1.2**



For reasons that you will determine, you were not able to go to a friend's house as you had promised, so that you could to the factory together. You put a note under his door to explain.

Write the note here!

Dear Paul,

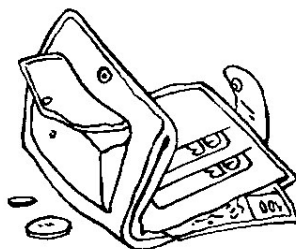
I'm afraid I had a bit of a problem: the car wouldn't start this morning. The battery was flat! I tried using jump leads with my neighbour's car. I didn't think it would take long, so I would be on time to come and get you. But unfortunately it didn't work out like that. After only a few yards, I stalled, and the engine just wouldn't start again. I phoned you, but you were probably outside waiting for me. It's a pity you didn't switch your mobile on!

I presume you only waited about 10 minutes as I'm never usually late, and that you took your car. I hope you didn't get to work late.

I'm really very sorry!

Alan

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>D3 / 12 - 1.3</b>
		<b>Eval.:</b>

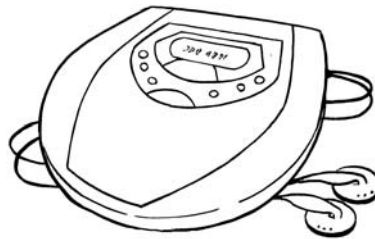


Your nephew, who is 4 years old, sees you getting money from a cash dispenser. He says: “That’s really good! The wall gives you lots of money! You don’t need to work!”

Explain that this is not true.

**SHOW YOUR WORK TO THE TEACHER.**

900 exercises in vocational communication	<b>Exercise</b>	<b>D3 / 12 - 1.4</b>
		<b>Eval.:</b>

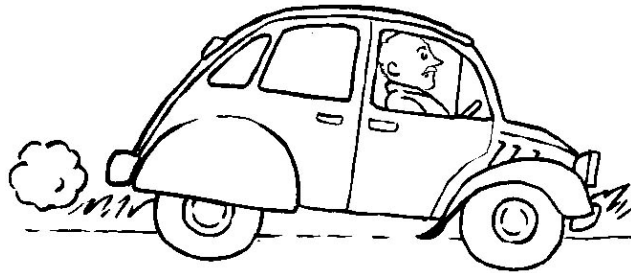


You are waiting for the bus with an old man. You are listening to music on your personal stereo. The old man asks you how it works.

Give him some explanations.

**SHOW YOUR WORK TO THE TEACHER.**

900 exercises in vocational communication	<b>Exercise</b>	<b>D3 / 12 - 1.5</b>
		<b>Eval.:</b>



Find and develop a comparison to explain exactly what a gearbox is in a car.  
The person you are speaking to does not understand mechanics very well...

Give some explanations.

**SHOW YOUR WORK TO THE TEACHER.**



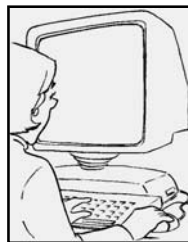
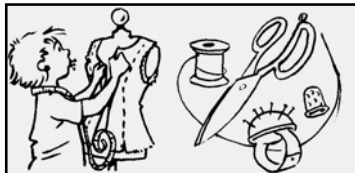
<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>D3 / 12 - 1.6</b>
		<b>Eval.:</b>



A foreigner asks you how your government is constituted.

Explain how the system works.

**THEN SHOW YOUR WORK TO THE TEACHER.**



A colleague asks you what exactly your work involves.

Give him some explanations.

**SHOW YOUR WORK TO THE TEACHER.**



A friend asks you why you dream of owning a motorbike (or a car) what use it would be to you.  
Give him some explanations.

**SHOW YOUR WORK TO THE TEACHER.**