

<i>900 exercises in vocational communication</i>	<b>Notes for teachers</b>	<b>D3 / 34</b>
<i>General aim</i>	<b>D: Compose a written message</b>	
<i>Level of difficulty</i>	<b>3</b>	
<i>Intermediate aim</i>	<b>3. Write a message</b>	
<i>Operational aim</i>	<b>4. Make up a description from given elements.</b>	
<i>Pre-requirements</i>	<b>Ability to write complex sentences.</b>	
<i>Number of exercises</i>	<b>7</b>	
<i>Summing-up exercise</i>	<b>D3 / 34 1.8</b>	
<i>Comments</i>		

Sometimes we have to describe a thing or a person very precisely.

Here is an example for a thing:

*Internet advertisement:* For sale: Steinway upright piano, 1952, varnished mahogany, 88 keys, 3 pedals, height 1.2m, width 1.5m, music stand. Very good condition, recently tuned.

And here is an example for a person:

My colleague will come and get you at the station. He's about 30, tall (about 6ft), very slim, with short black hair and blue eyes, usually wearing casual clothes like jeans and a polo shirt. So that you can recognise him, he will be carrying a black umbrella in his left hand.

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>D3 / 34-1.2</b>
		<b>Eval.:</b>

You live in a two-bedroom flat in Exeter and you would like to share the flat, and therefore the rent, with a flatmate. You write an email with a detailed description of the flat. You send this email to all the people who have recently enrolled in the same school as you and who come from different towns.

**Look at the suggested answers for D3 / 34-1.2**

You live in a two-bedroom flat in Exeter and you would like to share the flat, and therefore the rent, with a flatmate. You write an email with a detailed description of the flat. You send this email to all the people who have recently enrolled in the same school as you and who come from different towns.

**Here is what you could put in your email:**

Hello all Freshers, like me, at Infostyle College. I have just rented a flat near the station and I would like to find a flatmate. The tram that goes direct to the school in 10 minutes goes via the station, it's really easy and quick. Here is a description of the flat, which has two rooms and a monthly rent of 350 euros.

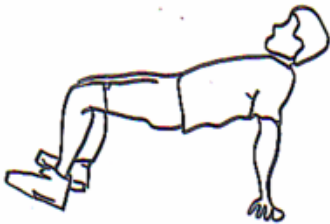
It's on the last floor of a 3-floor building, an old hotel converted into flats. There is a code to get into the main door, and a lift. Door with double lock opening on to hall with large cupboard that can easily be shared, and a chest of drawers with 6 drawers, also easily shared. To the left of the hall, a room measuring 12 m<sup>2</sup> overlooking the street. On the right of the hall, a room measuring 13m<sup>2</sup> also overlooking the street. Between the two rooms, a small fitted kitchen and a bathroom with bath and toilet, both with windows and accessible from the hall. Exposition Est. Electric central heating. The flat is well designed for two people as each person can get to the kitchen or bathroom without having to go through the other person's room. If you are interested, send me an email quickly and I'll be happy to show you round.

You are doing a work placement with a physiotherapist. So that some of the patients can do the exercises he recommends at home, he has done some drawings. He gives you one of the plates and asks you to describe the positions and the movements to be done.

1.



2.



3.



4.



**Look at the suggested answers for D3 / 34-1.3**

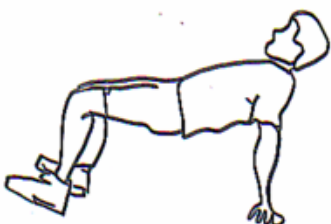
You are doing a work placement with a physiotherapist. So that some of the patients can do the exercises he recommends at home, he has done some drawings. He gives you one of the plates and asks you to describe the positions and the movements to be done.

1.



- Start in a sitting position, knees bent at right angles, only the heels touching the floor, resting on your arms which are slightly apart. Raise the buttocks then...

2.



- Raise the buttocks even more so that the tummy is on a level with the knees, pushing up with the arms and heels.

3.



- Lying on your back, knees bent, raise the right leg so that the foot is higher than the left knee.

4.



- Raise the buttocks, pushing with the arms and the left heel.

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>D3 / 34-1.4</b>
		<b>Eval.:</b>

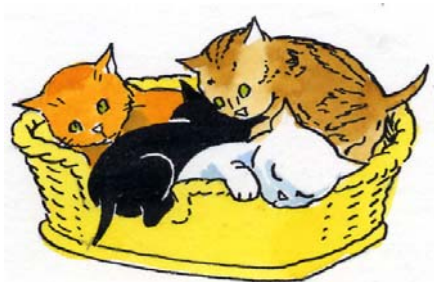
You want to sell your car (or your computer). You send an email to all the people you know asking them to tell everyone they know. In this email you give a very detailed description of what you want to sell.

**Look at the suggested answers for D3 / 34-1.4**

You want to sell your car (or your computer). You send an email to all the people you know asking them to tell everyone they know. In this email you give a very detailed description of what you want to sell.

*I'm selling my Clio diesel III, 1.5 DCI 70 as I have just won a car in a competition. The Clio is metallic blue, with grey trim. It has power steering, air bags at the front, radio CD, air conditioning. Year 2005, it has 98500 km from new. It has never been in an accident. Has always been parked in a garage. Coachwork perfect, serviced 1 month ago, available immediately. Price to be agreed.*





Your cat has just had a litter of 4 beautiful kittens. They are now 2 and a half months old and you would like to find them good homes as you can't keep them all yourself. You are going to write an email on Internet, to a site for animals to give away, to advertise your kittens and describe them as precisely as possible, both physical and character-wise.

**Look at the suggested answers for D3 / 34-1.5**



Your cat has just had a litter of 4 beautiful kittens. They are now 2 and a half months old and you would like to find them good homes as you can't keep them all yourself. You are going to write an email on Internet, to a site for animals to give away, to advertise your kittens and describe them as precisely as possible, both physical and character-wise.

*Looking for a good home with lots of affection: kittens aged 2½ months. Have been vaccinated and electronically tagged for identification. A contribution of £20 for vet charges would be appreciated. A litter of 4 kittens, 2 males and 2 females. The mother is an ordinary cat aged 2, very gently and affectionate. The father is a Siamese cross and is very good-natured. The litter is as follows:*

- Millie: female, longhaired, ginger and white, green eyes, very affectionate and quiet.*
- Hudson: male, shorthaired, brown and cream, Siamese face, blue eyes, lively and clever, very playful.*
- Mortimer: male, longhaired, black, white and ginger, blue eyes, calm and very affectionate.*
- Ginny: female, shorthaired, ginger with white nose, yellow eyes, playful and mischievous.*

*Help and advice offered for the first few months with new owners.*



You are enrolled in a lonely-hearts club on Internet. You have been asked to make a description of your physique and your character, your tastes and your leisure interests. Over to you!

**Look at the suggested answers for D3 / 34-1.6**



You are enrolled in a lonely-hearts club on Internet. You have been asked to make a description of your physique and your character, your tastes and your leisure interests. Over to you!

*My name is Stephanie, I'm fairly tall, 5ft 7, and a little on the plump side (11 stone) as I like my food. But I am on a diet! I have blue eyes and light brown hair, shoulder length and naturally curly. My nose is a bit long but people say I have a nice smile, and I smile often. I have neither body piercing nor tattoo. My style of clothes is casual and practical. I don't like wearing costume jewellery or useless accessories.*

*I'm fairly sporty, I enjoy walking and table tennis which I play regularly. I like to go out but preferably to friends' houses. I have nothing against video game and TV but not too often! I love animals, and I have 2 cats and a dog that I look after very well. I listen to music a lot and my tastes are varied. I love to sing with friends and play the guitar or the piano.*

*I think I have a fairly easy-going character and I'm tolerant, but only up to a certain point. I like to laugh, and am naturally cheerful and lively. I enjoy long conversations on all sorts of subjects and am a little talkative. But I am also a good listener and my friends often confide in me. I prefer the countryside to the town, and I hate hunters!*

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>D3 / 34-1.7</b>
		<b>Eval.:</b>

Your Aunt Alice has left you a set of living-room furniture that you have no room for. You want to sell this furniture, as a set or separately, so you make a list, giving as many details as possible for each piece.

**Look at the suggested answers for D3 / 34-1.7**

Your Aunt Alice has left you a set of living-room furniture that you have no room for. You want to sell this furniture, as a set or separately, so you make a list, giving as many details as possible for each piece.

*For sale: set of living room furniture comprising:*

- one sofa bed, dark brown leather, 3 seater, very good condition*
- one matching brown leather armchair, good condition*
- Chinese coffee table, square, 1m x 1m, height 40 cm in solid teak, mahogany finish, fairly good condition*
- bookcase 1m x 2 and 42 cm deep with central drawer, mahogany, very good condition*
- one Chinese sideboard, matches the table, 77 cm high by 76 wide and 35 deep, elm, with 2 small drawers and 2 large ones*
- one television cabinet, 75 cm long by 46 wide and 40 cm high, imitation beech with 4 castors and 2 shelves*



You are studying horticulture. In your free time, you want to offer your services to look after people's gardens: for example mowing the lawn, pruning hedges and shrubs, weeding, etc. You write a text showing your skills and describing exactly what you can do. You will put this paper in the letterboxes of all the people living in your town who have a garden, to find potential clients.

Look at the suggested answers for D3 / 34-1.8

You are studying horticulture. In your free time, you want to offer your services to look after people's gardens: for example mowing the lawn, pruning hedges and shrubs, weeding, etc. You write a text showing your skills and describing exactly what you can do. You will put this paper in the letterboxes of all the people living in your town who have a garden, to find potential clients.

***My name is Alan Marsden and I am studying horticulture.***

***I can look after your garden.***



***I can mow your lawn, prune your hedges and shrubs, do your weeding, watering, planting, pick fruit or harvest vegetables, apply treatments against diseases to all plants and trees. I have all the necessary equipment.***



***I can also advise on the choice of plants according to your wishes, your soil and the exposition, I can help organise the flower decorations in your garden or your home.***



***I am specialising in plants that are beneficial to our health and the environment. I can therefore apply my knowledge in this extremely useful domain.***

***I am available every day including holidays, on 0791 601 244. I can do occasional work or come on a regular basis to do seasonal jobs.***



***Why wait? My rates are very competitive!***

