

<i>900 exercises for Vocational Communication</i>	Notes for teachers	E1 / 23
<i>General aim</i>	E: Evaluate a message	
<i>Level of difficulty</i>	1	
<i>Intermediate aim</i>	2: Give meaning to someone else's message	
<i>Operational aim</i>	3: Reformulate someone else's message (for example to understand it better, or to reach an agreement).	
<i>Pre-requirements</i>	Ability to read and write simple sentences	
<i>Number of exercises</i>	6	
<i>Summing-up exercise</i>	E1/23 – 1.6	
<i>Applications (examples)</i>		
<i>Comments</i>		

Jane's little sister Sue answers the phone. It's the dentist's assistant.

Here is the conversation:

Sue: Hello?

Assistant: Hello. I'd like to speak to Jane Holden please.

Sue: I'm sorry, she's out.

Assistant: Could you tell her to phone me back please? It's about her appointment at the dentist's. It's tomorrow morning. But the dentist has had an accident. He can't work this week. Can you write down the number?

Later, Jane comes back home. What must Sue tell her?

“Jane, the dentist's assistant phoned. Your dentist has had an accident. So he can't work next week. You will have to phone the assistant. She will make another appointment for you. I've written the number on a piece of paper.”

Now do the exercise on the next page.

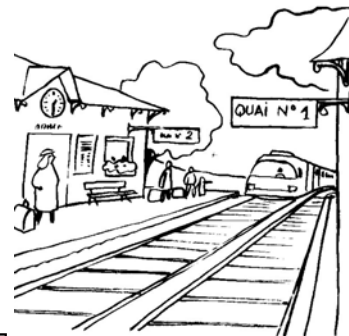
Look at this note:

Jack,

Thanks for your message. I can meet you at the station at 6pm on Thursday. Can you tell Beth? I can meet her too.

See you Thursday.

Geoff



This is:

1. a thank you note
2. an appointment at the dentist's
3. an arrangement to meet someone

When is Geoff going to meet Jack?

1. Tuesday evening
2. Thursday evening
3. Thursday morning

How many people are involved?

1. 3
2. 1
3. 2

What must Jack do?

1. Tell someone else about the meeting time
2. Meet Beth at the pub
3. Phone Geoff to tell him Beth is coming

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<i>900 exercises for Vocational communication</i>	Exercise	E1 / 23 – 1.3
		Eval.:

Now look at the note from Geoff again. What must Jack tell Beth? Write it down here.

Show your work to the teacher. Or look at the suggested answer on the next page.

Now look at the note from Geoff again. What must Jack tell Beth? Write it down here.

Beth, Geoff will be at the station on Thursday evening at 6. He can meet us both.

Jack.



Read this note.

Tony,

I'm flying to Luxembourg for a few days. Could you take my car to the garage please? Tell the mechanic there's a funny noise. It's when I start the engine. I'd like him to check it carefully this time.

Thanks.

Anne

Why can't Anne take her car to the garage?

1. She doesn't drive.
2. She's going away.
3. She's lost the keys.

What is wrong with the car?

1. It won't start.
2. The lights don't work.
3. The engine makes a funny noise.

What must Tony tell the mechanic? Write it down here.

Read this note.

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Thanks.

Anne



Why can't Anne take her car to the garage?

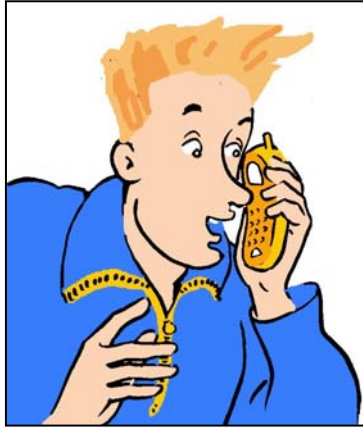
1. She doesn't drive.
2. She's going away.
3. She's lost the keys.

What is wrong with the car?

1. It won't start.
2. The lights don't work.
3. The engine makes a funny noise.

What must Tony tell the mechanic? Write it down here.

This car makes a funny noise. It's when my sister starts the engine. Could you check it carefully please?

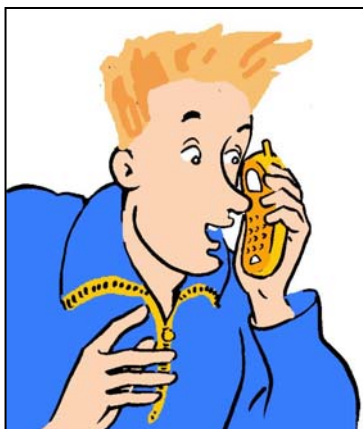


Tim receives this message on his mobile. It's from his friend Chris.

Tim, I can't come to the lesson today. I haven't got the teacher's phone number. Can you tell him I'm sorry? I've got a bad cold. Can you ask him to give you some work for me? I'll be back next week. Thanks.

Write down what Tim has to tell the teacher. Make sure you give all the details.

Show your work to the teacher or look at the answers on the next page.

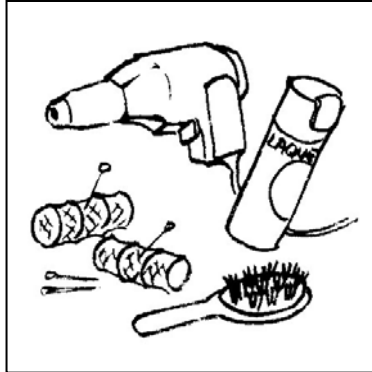


Tim receives this message on his mobile. It's from his friend Chris.

Tim, I can't come to the lesson today. I haven't got the teacher's phone number. Can you tell him I'm sorry? I've got flu. Can you ask him to give you some work for me? I'll be back next week. Thanks.

Write down what Tim has to tell the teacher. Make sure you give all the details.

Mr. Cullen, Chris can't come today. He's ill. He says he's sorry. Can you give me some work? I can take it to him. He'll be here next week.

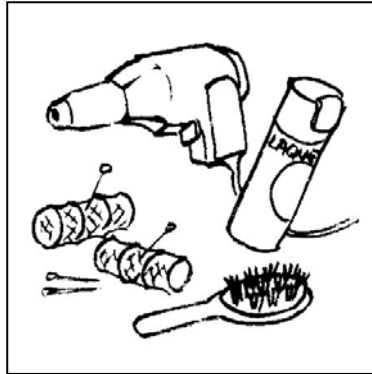


You work in a hairdressing salon. At ten past 3, your employer says to you:

“I have to go out for a quarter of an hour. Mrs Smith might come to get her daughter Jane. If she does, tell her that Jane left at 3. She was going home. But first she was going to buy some new shoes.”

Five minutes later, Mrs Smith comes in. You are going to give her the message. Begin like this:

“Good afternoon, Mrs Smith. _____



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“Good afternoon, Mrs Smith. Your daughter left at 3. She said she was going home. But first she wanted to buy some shoes.”