

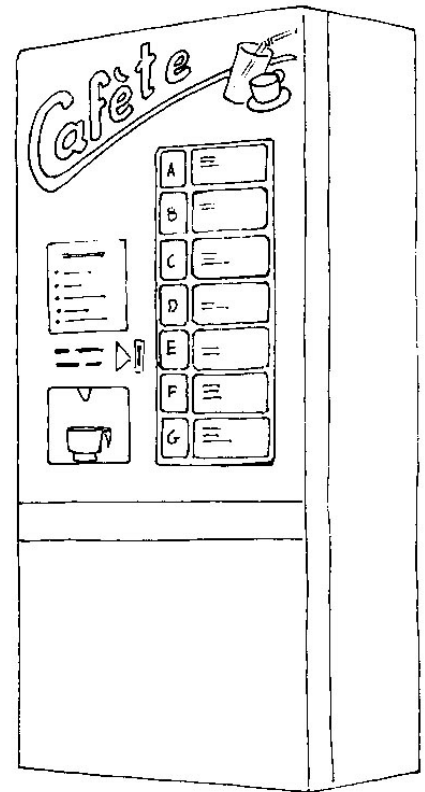
<i>900 exercises for Vocational Communication</i>	Notes for teachers	E2 / 42
<i>General aim</i>	E: Evaluate a message	
<i>Level of difficulty</i>	2	
<i>Intermediate aim</i>	4: Pass judgement on a simple message	
<i>Operational aim</i>	2: Take a critical look at a message	
<i>Pre-requirements</i>	Ability to illustrate your point of view with arguments and examples (modules E1/12 and E2/11)	
<i>Number of exercises</i>	5	
<i>Summing-up exercise</i>	E2/42 – 1.5	
<i>Applications (examples)</i>		
<i>Comments</i>	The teacher may ask the student to rewrite the messages, although this exercise is more appropriate to section D.	

This is a notice on the board by the coffee machine:

Meeting tomorrow morning, for all the staff in the conference room. Everyone must attend. Please pick up a questionnaire, fill it in and hand it in before 5pm. We will be discussing it at the meeting.

Personnel Director

A lot of important information is missing from this memo. This is some of the other information the Personnel Director should have included:



We don't know the exact date, either of the memo or of the meeting.

The time of the meeting is not given.

They don't say where to pick up the questionnaire. And they don't say who it has to be given in to.



Here is a notice found on the bulletin board at the local supermarket.

“TO LET: house by the sea for July and August. Small garden with barbecue. No pets. Bicycles available. Garage. £200 all included. Phone 01789 642 781 after office hours.”

You would like to rent a house by the sea, with three friends, from 20th July to 4th August. You read this notice, and you see that there is a lot of information missing. What other information would you like to see in a notice like this? Make a list.

Look at the suggested answers on the next page.



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You would like to rent a house by the sea, with three friends, from 20th July to 4th August. You read this notice, and you see that there is a lot of information missing. What other information would you like to see in a notice like this? Make a list.

- **Where is it?**
- **How many bedrooms does it have?**
- **Is the price for a week or a fortnight?**
- **How near the sea is it?**
- **Are sheets and blankets provided?**
- **Is there a washing machine?**
- **What do you mean by “all included”**
- **Is it in a village?**
- **Are there shops and other facilities nearby?**
- **Etc.**

<i>900 exercises for Vocational communication</i>	Exercise	E2 / 42 – 1.3
		Eval.:

Read this job advertisement:

Central Manchester. Van-drivers wanted. Must have clean driving licence. Three years experience required. Must be willing to work Saturdays and evenings. Apply to....

Ted wants to apply for this job. Here is part of his CV:

Ted Wilkins
23 Wirral Drive
Liverpool
Age 18

Experience:

Two years working for local company as dispatch rider.

Clean driving licence

Should Ted apply for this job? Do you think he would get it? Why, or why not?

Look at the suggested answer on the next page.

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Ted wants to apply for this job. Here is part of his CV:

*Ted Wilkins
23 Wirral Drive
Leicester
Age 18*

*Experience:
Two years working for local company as dispatch rider.*

*Education:
Attending evening classes in book-keeping.*

Clean driving licence

Should Ted apply for this job? Do you think he would get it? Why, or why not?

**Ted is only 18, so he can't have three years' experience driving a van!
He lives in Leicester. Does he really want to work in Manchester?
He goes to evening classes, so he would not be available to work in the evenings.**

<i>900 exercises for Vocational communication</i>	Exercise	E2 / 42 – 1.4
		Eval.:

Look at Ted's CV

*Ted Wilkins
23 Wirral Drive
Leicester
Age 18*

*Experience:
Two years working for local company as dispatch rider.*

*Education:
Attending evening classes in book-keeping.*

Clean driving licence

Now read this extract from an interview that Ted goes to.

Interviewer: So Mr Wilkinson, I see you are from Liverpool. And you've been working in your present company as messenger-boy for three years. Why do you want to leave this job? And you're attending evening classes in copy-writing. Are you intending to take an exam? What qualifications will that give you? Let me see. Hmm, you're nineteen years of age. Have you got your driving licence? ...

Do you think the interviewer has the correct CV? Is he speaking to the right person? What makes you think that? Write down any differences you can see between Ted's CV and the interviewer's questions.

Look at the suggested answers on the next page.

Look at Ted's CV

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Do you think the interviewer has the correct CV? Is he speaking to the right person? What makes you think that? Write down any differences you can see between Ted's CV and the interviewer's questions.

The interviewer is speaking to a Mr Wilkinson Ted's name is Wilkins. He thinks Ted is from Liverpool, but Ted lives in Leicester. Ted has been a dispatch-rider for two years, not three. He is taking classes in book-keeping, not copy-writing. Ted is eighteen, not nineteen. And his CV mentions that he has got his driving licence, but the interviewer asks him if he's got it.

Read this letter carefully.

Dear Tim,

Since you don't know London very well, and you would like to spend a few days here, why don't you come and stay with me? You can stay as long as you like.

To get to my flat, just take the underground from Waterloo. You'll have to change once. Get off at West Kensington. My flat is about 5 minutes' walk from there. If you have any problems, phone me from the station, and I'll come and get you. It's my day off.

About the address of that centre you wanted. It's 53 Wellington Road. They should give you all the information you need in writing, from what I hear.

You asked for news of Peter, and his address. Yes, he has moved. He's very pleased with his new place. He's also changed jobs.

About your daughter. You told me she wanted to come and study in London, and needed some information on prices of flats. Well, it depends where she wants to live exactly, but it is around £400.

Must go now. I hope you can come and stay.

All the best,

Andrew

Andrew has forgotten to mention a certain number of details. Write down what he should have added in his letter to make it perfectly clear for Tim to understand.

Look at the answer on the next page.

Dear Tim,

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Must go now. I hope you can come and stay.

All the best,

Andrew

Andrew has forgotten to mention a certain number of details. Write down what he should have added in his letter to make it perfectly clear for Tim to understand.

What is the exact address of Andrew's flat?

Where does Tim have to change tube?

Does Tim have Andrew's phone number? He does not give it.

Which day is he talking about?

He doesn't give Peter's new address.

He does not specify what the £400 represents – is it per month? per week?