<table>
<thead>
<tr>
<th>900 exercises in vocational communication</th>
<th>Notes for teachers</th>
<th>C1 / 21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General aim</strong></td>
<td>C: Understand a message</td>
<td></td>
</tr>
<tr>
<td><strong>Level of difficulty</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Intermediate aim</strong></td>
<td>2: Grasp the meaning of a message</td>
<td></td>
</tr>
</tbody>
</table>
| **Operational aim**                      | 1: Answer questions about the overall meaning of a given message (multiple choice questions)  
Secondary aims:  
1.0: with just the support of a text  
2.0: with the support of a text and picture or photograph |
| **Pre-requisites**                        | Ability to read simple sentences |
| **Number of exercises**                  | 9 |
| **Summing-up exercise**                  | C1/21-2.4 |
| **Comments**                             | Apart from the general meaning of a document, you can also determine the type of document. Thus, the teacher can suggest other estimates, bills or administrative documents, articles from a catalogue, newspaper articles, etc. |
What is it?

We’re going to read this message, and work out what it is.

ESTIMATE

Gas installation conform to safety standards

Parts:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Gas valve for ROAL cooker</td>
<td>19.00</td>
</tr>
<tr>
<td>1 long-life stainless steel tube</td>
<td>64.00</td>
</tr>
<tr>
<td>1 Stop valve gas boiler</td>
<td>23.00</td>
</tr>
<tr>
<td>1 fan vent (high-level ventilation kitchen) + tile</td>
<td>48.00</td>
</tr>
<tr>
<td>Ventilation grids, gas costs, soldering, etc.: total</td>
<td>35.00</td>
</tr>
</tbody>
</table>

Labour:

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacing gas valves</td>
<td></td>
</tr>
<tr>
<td>Installation of fan vent</td>
<td></td>
</tr>
<tr>
<td>Drilling for low-level ventilation in kitchen</td>
<td></td>
</tr>
<tr>
<td>25 euros x 5 hours</td>
<td>125.00</td>
</tr>
</tbody>
</table>

TOTAL before tax 314.00
VAT 18.6% 58.40
TOTAL inclusive (Euro) 331.27

What is it?

Now we are going to choose the right answer.

1. An invoice for electrical repairs.  
   -

   -X

3. Labour rates for a plumbing firm.  
   -

4. Prices for several ventilation machines.  
   -

GO TO THE NEXT PAGE
Read this message and work out what it is.

What is it?
Choose the right answer.

1. A shopping list for tomorrow.  
2. Shopping to be brought back immediately.  
3. A note asking someone to do some shopping.  
4. An order to be placed on Internet.  

Look at the answers for C1/21-1.2
Read this message and work out what it is.

What is it?
Choose the right answer.

1. A shopping list for tomorrow. 
   
2. Shopping to be brought back immediately. 
   
3. A note asking someone to do some shopping.  
   
4. An order to be placed on Internet. 

This is a note written on a Post-it.
It is asking someone to bring back some shopping.
Read this message and work out what it is.

Tomorrow morning, cloud with some rain. Later on, widespread sunshine. Temperatures remain low at night: 11°C in the north and 17°C in the south. 22 to 28° in the afternoon.

What is it?
Choose the right answer.

1. The average temperatures for last month.
2. Tomorrow’s weather forecast.
3. Traffic information for next weekend.
4. The weather forecast for next weekend.
Read this message and work out what it is.

Tomorrow morning, cloud with some rain. Later on, widespread sunshine. Temperatures remain low at night: 11°C in the north and 17°C in the south. 22 to 28° in the afternoon.

What is it?
Choose the right answer.

1. The average temperatures for last month.
2. Tomorrow’s weather forecast.  
3. Traffic information for next weekend.
4. The weather forecast for next weekend.
Read this message and work out what it is.

**False attack in Ipswich**
A woman postal worker stole £2000 from her postal van. She claimed to have been attacked. She was given a 6-month suspended prison sentence.

What is it?

Choose the right answer.

1. A description of the job of a postman.  
2. A newspaper article about a bank robbery.  
3. A newspaper article about a theft in Ipswich.  

Look at the answers for C1 / 21-1.4
Read this message and work out what it is.

**False attack in Ipswich**
A woman postal worker stole £2000 from her postal van. She claimed to have been attacked. She was given a 6-month suspended prison sentence.

What is it?

Choose the right answer.

1. A description of the job of a postman.
2. A newspaper article about a bank robbery.
3. A newspaper article about a theft in Ipswich. **X**
Exercise

Read this message and work out what it is.

Exotic fruit salad, serves 4
Press one untreated orange.
Add 2 teaspoonfuls of caster sugar.
Peel a grapefruit, a pineapple, a mango and 2 kiwifruit. Cut them into cubes.
Pour the juice and the fruit into a glass salad bowl.
Serve immediately.

What is it?
Choose the right answer.

1. Instructions on how to preserve fruit.
3. A recipe for a refreshing drink.
4. A recipe for fruit salad.
Read this message and work out what it is.

**Exotic fruit salad, serves 4**
Press one untreated orange.
Add 2 teaspoonfuls of caster sugar.
Peel a grapefruit, a pineapple, a mango and 2 kiwifruit. Cut them into cubes.
Pour the juice and the fruit into a glass salad bowl.
Serve immediately.

**What is it?**
Choose the right answer.

1. Instructions on how to preserve fruit.
3. A recipe for a refreshing drink.
4. A recipe for fruit salad.
Read this message and work out what it is.

- Do not use the microwave oven when empty.
- Do not dry clothes in the oven.
- Do not use metal or wooden containers.
- Do not cook eggs in their shell.
- Do not put recycled paper in the microwave.

What is it?
Choose the right answer.

1. Technical data for an electric oven. [ ]
2. A list of cooking utensils. [ ]
3. Instructions for installing an electrical appliance. [ ]
4. Precautions for use of an electrical appliance. [ ]
Read this message and work out what it is.

- Do not use the microwave oven when empty.
- Do not dry clothes in the oven.
- Do not use metal or wooden containers.
- Do not cook eggs in their shell.
- Do not put recycled paper in the microwave.

What is it?

Choose the right answer.

1. Technical data for an electric oven.  
2. A list of cooking utensils.  
3. Instructions for installing an electrical appliance.  
4. Precautions for use of an electrical appliance.  

   X
Look at this document and work out what it is.

Grow your own mushrooms
For weeks of tasty mushrooms, always fresh and delicious. Very easy to grow in trays of 32x27x12 cm.

What is it?
Choose the right answer.

1. A special offer for mushrooms in a supermarket. ☐
2. An advertisement for growing mushrooms. ☐
3. A recipe for mushrooms. ☐

Look at the answers for C1 / 21-2.1
Look at this document and work out what it is.

Grow your own mushrooms
For weeks of tasty mushrooms, always fresh and delicious. Very easy to grow in trays of 32x27x12 cm.

What is it?
Choose the right answer.

1. A special offer for mushrooms in a supermarket. [ ]
2. An advertisement for growing mushrooms. [X]
3. A recipe for mushrooms. [ ]
4. A method for freezing mushrooms. [ ]
Read this document and work out what it is.

Keep your papers, newspapers and magazines and recycle them yourself!

Wet the paper.
Fill the brick press and press down!

You will obtain a briquette with a good heat-producing capacity.

Put the briquette on the fire.
It will heat better than coal.
It will heat as well as dry wood.

What is it?
Choose the right answer.

1. How to use paper for heating in the fireplace.  
2. A machine for compressing drinks cans.  
3. Collection days for recycled paper.  
4. The use of trees for making paper.

Look at the answers for C1 / 21-2.2
Read this document and work out what it is.

Keep your papers, newspapers and magazines and recycle them yourself!

Wet the paper.
Fill the brick press and press down!

You will obtain a briquette with a good heat-producing capacity.

Put the briquette on the fire.
It will heat better than coal.
It will heat as well as dry wood.

What is it?
Choose the right answer.

1. How to use paper for heating in the fireplace. 🆗
2. A machine for compressing drinks cans. 🇬🇧
3. Collection days for recycled paper. 🇬🇧
4. The use of trees for making paper. 🇬🇧
The bulb planter

A bulb planter
Dig the right-sized hole effortlessly. Holes can be up to 8 cm in diameter. And up to 16 cm deep. Just press in the earth to fill the hole. The planter can be used for small and large bulbs.

What is it?
Choose the right answer.

1. An automatic watering tool.  
2. Fertiliser for tulips.  
3. A garden tool for planting bulbs.  
4. A tool for putting plants in a pot.

Look at the answers for C1 / 21-2.3
The bulb planter

A bulb planter
Dig the right-sized hole effortlessly. Holes can be up to 8 cm in diameter. And up to 16 cm deep. Just press in the earth to fill the hole. The planter can be used for small and large bulbs.

What is it?
Choose the right answer.

1. An automatic watering tool.

2. Fertiliser for tulips.

3. A garden tool for planting bulbs. [X]

4. A tool for putting plants in a pot.
Read this document and work out what it is.

Make your own paving stones for the garden

To make your paving stones using the mould:
- fill the mould with cement
- remove the mould
- leave to dry

What is it?
Choose the right answer.

1. How to use quick setting cement.
   -
2. Laying paving stones with permanent pointing.
   -
3. Laying marble paving stones.
   -
4. Instructions for making your own paving stones.
   -

Look at the answers for C1 / 21-2.4
Read this document and work out what it is.

Make your own paving stones for the garden

To make your paving stones using the mould:
- fill the mould with cement
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- leave to dry

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2. Laying paving stones with permanent pointing.  
3. Laying marble paving stones.  
4. Instructions for making your own paving stones.