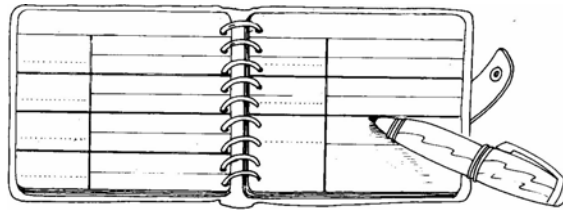


<i>900 exercises in vocational communication</i>	Notes for teachers	C1 / 31
<i>General aim</i>	C: Understand a message	
<i>Level of difficulty</i>	1	
<i>Intermediate aim</i>	3: Appropriate a message	
<i>Operational aim</i>	1: Create a message from elements given	
<i>Pre-requirements</i>	Ability to write sentences	
<i>Number of exercises</i>	5	
<i>Summing-up exercise</i>	C1/31-16	
<i>Comments</i>	<ul style="list-style-type: none"> - If there are too many indications for the group or the learner, the teacher can leave one or two out. - The teacher can also get the learner to do the exercise the other way, starting from the answers, or by creating other situations: the learner will then have to show the indications of a simple message. - For exercise C1/31-13, the teacher can have the learners make real posters either from the subject given or from any other subject. This can also be done on a computer. 	



Here is a message:

**Appointment with Mr Benson,
Friday 28 April, at 3 pm,
27 Market Street.**

The subject of this message is an appointment.

The other indications are:

- Who with? → Mr Benson
- When? → 28 April
- What time? → 3 pm
- Where? → 27 Market Street

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	Exercise	C1 / 31 – 1.2
		Eval.:

You have made an appointment for a friend.
As in the example in the box on the previous page,
write her a message giving the following indications:

- Subject? → Appointment at the station
- Who with? → Mr and Mrs Bridgwater
- When? → Monday 13 September
- What time? → 5 pm

Message:

Look at the answers for B1 / 15-13

You have made an appointment for a friend.
As in the example in the box on the previous page,
write her a message giving the following indications:

- Subject? → Appointment at the station
- Who with? → Mr and Mrs Bridgwater
- When? → Monday 13 September
- What time? → 5 pm

Message:

**Appointment at the station
with Mr and Mrs Bridgwater on
Monday 13 September at 5 pm.**



You want to let someone know that you will wait for them outside the Post Office at 5.30pm tomorrow. You are going to send an SMS.

Write your SMS in the box:

Look at the answers for C1 / 31-13



You want to let someone know that you will wait for them outside the Post Office at 5.30pm tomorrow. You are going to send an SMS.

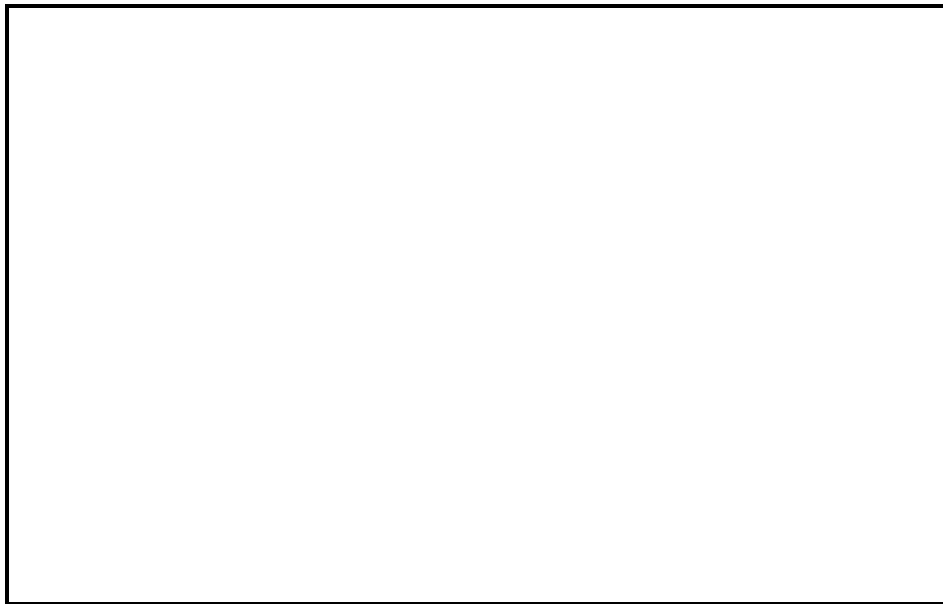
Write your SMS in the box:

Hi, wait 4 U 2morrow outside P.O. at 5.30

You are looking after the shop all day today as your boss is away.
Usually, the shop does not close at lunchtime. But today, you have to
go out for an hour to eat.

Write a notice to let the customers know about this.

Notice:



Look at the answers for C1 / 31-14

You are looking after the shop all day today as your boss is away.
Usually, the shop does not close at lunchtime. But today, you have to
go out for an hour to eat.

Write a notice to let the customers know about this.

**JUST FOR TODAY,
THE SHOP WILL BE CLOSED FROM
12.30 to 1.30pm.**

You have lost your jacket.
Write a notice giving the following indications:

- Subject? → A dark green jacket lost
- When? → last Monday
- Where? → In the cafeteria
- Action? → Call me after 6 pm

Message:

Look at the answers for C1 / 31-15

You have lost your jacket.
Write a notice giving the following indications:

- Subject? → A dark green jacket lost
- When? → last Monday
- Where? → In the cafeteria
- Action? → Call me after 6 pm

Message:

*I lost a dark green jacket on Monday 12
March in the cafeteria. If you have found
it, please call me after 6 pm on 07956 133
987.*



They want to put up a poster for in the tourist office
for a tour of the old town.

Write the message giving the following indications:

- Subject? → Invitation to tourists
- When? → Every day except Tuesday at 3pm
- Where? → outside the town hall
- How long does it take? → 1 hour and a half
- Price? → 2 €

Message:

Look at the answers for C1 / 31-16



They want to put up a poster for in the tourist office
for a tour of the old town.

Write the message giving the following indications:

- Subject? → Invitation to tourists
- When? → Every day except Tuesday at 3pm
- Where? → outside the town hall
- How long does it take? → 1 hour and a half
- Price? → 2 €

Message:

*Tourists are invited for a tour of the old town every day
except Tuesdays, at 3 pm, outside the town hall. The tour
lasts 1 hour and a half and the price is 2 €*