<table>
<thead>
<tr>
<th>900 exercises in vocational communication</th>
<th>Notes for teachers</th>
<th>D1 / 32</th>
</tr>
</thead>
<tbody>
<tr>
<td>General aim</td>
<td>D: MAKE A WRITTEN MESSAGE</td>
<td></td>
</tr>
<tr>
<td>Level of difficulty</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Intermediate aim</td>
<td>3 Write a message</td>
<td></td>
</tr>
<tr>
<td>Operational aim</td>
<td>2 Give a title or a caption to documents.</td>
<td></td>
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</tbody>
</table>
| Pre-requirements | - Understand short texts  
- Understand the general meaning of a document  
- Ability to write very simple sentences |
| Number of exercises | 7 |
| Summing-up exercise | D1/32–1.8 |
| Comments | - See also module E1 / 22 – 1.1  
- For exercise D1/32-1.4, it would be an advantage to be able to show a colour photocopy of the paintings. |
Title

Here are some titles of songs, films or books.

- **Films:**
  - The Wizard of Oz
  - The Deer Hunter
  - 2001 Space Odyssey

- **Books:**
  - Peter Pan
  - Oliver Twist
  - Wind in the Willows

- **Songs:**
  - A hard day’s night
  - Thriller
  - Satisfaction

In general, titles are short. They are rarely more than 5 or 6 words long. Titles do not always contain a verb. In general, titles sum up the main idea.

Other examples of titles:

- **Film:**
  - The Birds (by Alfred Hitchcock)
    Flocks of birds attack the inhabitants of a town.

- **Book:**
  - The No. 1 Ladies’ Detective Agency (by Alexander McCall Smith)
    A lady detective solves mysteries in Botswana.

- **Song:**
  - Lady Madonna (the Beatles)
    About a woman in difficult circumstances

- **Painting:**
  - The Birth of Venus (by Sandro Botticelli)
    The birth of the goddess Venus
A caption describes a picture in a few words. It is usually to be found under the picture. This picture can be a photo, a drawing, an illustration, a diagram, or a painting, etc. We see captions in newspapers, magazines, books and posters, etc.

For example:

*An author greets a reader at the book fair*

You can also give captions to personal photos.

For example:
Lilli is playing hide and seek.

A caption can be longer than a title. It often contains a verb.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Caption:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mona Lisa</td>
<td>The most famous painting in the world</td>
</tr>
</tbody>
</table>
You are putting your photos away in an album.
Put a caption under each photo.
You are putting your photos away in an album. Put a caption under each photo.

At the market
At the market in Porto
Tourists at the market

Boats on the river
The bridge over the river
View from our room in Porto

The neighbour’s cat
A window in the old town
A cat washing

Sabine at work!
The staff room
Thoughts in front of the computer

The park around the castle
The flower garden
Our favourite walk

Music at the restaurant
Folk music
An evening in Moscow

The safari park
Rhinoceros in deep discussion
At the zoo
Give each picture a caption.

---

1. Picture of people at the beach: 
2. Picture of two people at a table: 
3. Picture of a game of dominoes: 
4. Picture of a concert: 
5. Picture of a person in a forest: 
6. Picture of a street scene with people.
Give each picture a caption.

<table>
<thead>
<tr>
<th>Picnic on the beach</th>
<th>I love you!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday by the sea</td>
<td>The lovers</td>
</tr>
<tr>
<td>Summer on the beach</td>
<td>A meal for two</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Love at first sight</th>
<th>Concert in the park</th>
</tr>
</thead>
<tbody>
<tr>
<td>A passion for dominos</td>
<td>The rock concert</td>
</tr>
<tr>
<td>A game of dominos</td>
<td>The rock singer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strange creature</th>
<th>The schoolyard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monster from video land</td>
<td>Meeting in the yard</td>
</tr>
<tr>
<td>The cute creature</td>
<td>Conversation outside school</td>
</tr>
</tbody>
</table>
Give each painting a caption.

Fritz SCHOMER

Andrée FAURE

Dominique SADRI-FAURE

Sybille PLEIN
Give each painting a caption.

Fritz SCHOMER
- The volcano
- Fireworks
- Amazing explosion

Andrée FAURE
- Landscape in moonlight
- A tree in the mountains
- The dead tree

Dominique SADRI-FAURE
- Cat to attention!
- The long-haired cat
- A wild cat

Sybille PLEIN
- The city
- Town architecture
- People in a town
Here is a newspaper article. Try to find an appropriate title.

Title:

Yesterday an inebriated man came into the Rose and Crown pub. He was holding a revolver. He demanded money and threatened a barman. Two patrons had no difficulty disarming him. His gun was in fact only a toy.
Here is a newspaper article.  
Try to find an appropriate title.

Title:

False alarm at the Rose and Crown  
Attempted armed robbery at the pub  
Bravery among the patrons

Yesterday an inebriated man came into the Rose and Crown pub. He was holding a revolver. He demanded money and threatened a barman. Two patrons had no difficulty disarming him. His gun was in fact only a toy.
You are doing a work placement in the company Edgar. You have written a text. It will be published in the in-house journal. You just have to find a good title… Over to you

Title:

On June 20th, EDGAR celebrated its 20th anniversary. The management invited all the employees to the Belleview restaurant. The manager also invited one of his friends: he is a magician. At 11pm, the magician began doing card tricks. Everyone enjoyed the evening.
You are doing a work placement in the company Edgar. You have written a text. It will be published in the in-house journal. You just have to find a good title…

Over to you

Title:

A magical evening
Edgar celebrates 20 years
Edgar invites his employees
Company party

On June 20th, EDGAR celebrated its 20th anniversary. The management invited all the employees to the Belleview restaurant. The manager also invited one of his friends: he is a magician. At 11pm, the magician began doing card tricks. Everyone enjoyed the evening.
Tourists can die in the desert... What of? Thirst, you might think. Well no! They can drown.

In the desert, it hardly ever rains. But when it does rain... it really rains! Vast quantities of water descend. The water very quickly fills the holes in the sand. It moves like a huge torrent. It sweeps away everything in its path.

In 1995, a group of 300 tourists were visiting the Sahara. They all drowned.
Read this text.
Try to find an appropriate title.

Title:

Drowning in the desert
The dangers of the Sahara
Drowned in the middle of the desert
Too much water in the desert

Tourists can die in the desert... What of?
Thirst, you might think. Well no! They can drown.

In the desert, it hardly ever rains. But when it does rain... it really rains! Vast quantities of water descend. The water very quickly fills the holes in the sand. It moves like a huge torrent. It sweeps away everything in its path.

In 1995, a group of 300 tourists were visiting the Sahara. They all drowned.
Read this text.
Try to find an appropriate title.
Find titles for each of the parts too.

A couple with a large dog walk into a smart restaurant ... A waitress approaches:


The waitress: For two people?
The woman: Three! With the dog.
The waitress: Oh, er... now, where shall I put you...
The woman: Over there! That big table will be fine.
The man: But dear, it's a table for 6...
The woman: Exactly! We can put the dog under the table. Isn't that right, Pogo?

Pogo, the dog, says nothing, and goes to lie under the table.

The man: What will you have? The set menu?
The woman: No, that's far too much. Just the fish with vegetables.
The man: All right, I'll have the chops.
The woman: Chops are much too rich. They're bad for your digestion.
The man: Yes, but I like chops... Just for once...
And maybe a little drink first...
The woman: No alcohol! Think of your digestion!
The man: Well then, a half bottle of red... or would you prefer white with your fish?
The woman: Waiter! Mineral water please. A large bottle!
The waiter brings the mineral water and the food. In a pretty casserole dish, there are 6 chops. He serves 3 of them to the man, with the potatoes. The other 3 keep warm in the casserole. He places the plate of fish in front of the woman. A piece of white fish is swimming around in a soup with a few vegetables at the bottom...

The woman: What’s this soup?! I didn’t ask for soup!

But the woman eats her fish soup and the man his first 3 chops. The waitress arrives with the pretty casserole:

The waitress: Would you like your other 3 chops, Sir?
The man: No thank you. I’ve had enough.
The woman: What! What about the dog? Have you forgotten him!
The man: Er… actually, my wife promised the dog some meat. Could you put the remaining chops into a little bag? We’ll give them to him this evening for his dinner.
The waitress: Certainly, Sir. I’ll be right back.
The woman: You were going to leave those chops here! And what about our dinner this evening! It’s obvious you never do the cooking!

The waitress comes back with the chops in a plastic bag. The woman thanks her and puts them in her handbag which is on the floor. A short time later, the waiter arrives with another casserole.

The waiter: Would you like your last 3 chops, Sir?
The man (a little surprised): Er… No thank you. I’ve had enough.
The waiter: What about you, Madam? Would you like a chop?
The woman: Oh yes please! I would love one! Give me all three!

The waiter turns round and sees that the chops are in fact for the next table.

The waiter: Oh! I’m sorry! These chops are for those people! The people at the next table! I made a mistake!
The woman: Well, I’ve never heard anything like it!
The man: Remember, dear, my chops are in your bag for our dinner...
The woman: Of course I remember! But we could have had even more!
She leans over and looks in her handbag. The chops have disappeared! The plastic bag, torn and empty, is lying on the floor next to the dog, who is sleeping peacefully.

The woman: Do you know where your chops are, Henry?
The man: In your bag?
The woman: No. In the dog’s stomach!
Read this text.
Try to find an appropriate title.
Find titles for each of the parts too.

The chops


A couple with a large dog walk into a smart restaurant ... A waitress approaches:

Arriving at the restaurant
Settling down in the restaurant
Off of the restaurant with Pogo

The waitress: For two people?
The woman: Three! With the dog.
The waitress: Oh, er... now, where shall I put you...
The woman: Over there! That big table will be fine.
The man: But dear, it's a table for 6...
The woman: Exactly! We can put the dog under the table. Isn't that right, Pogo?

Pogo, the dog, says nothing, and goes to lie under the table.

The order
An authoritarian wife
Deprivations...

The man: What will you have? The set menu?
The woman: No, that's far too much. Just the fish with vegetables.
The man: All right. I'll have the chops.
The woman: Chops are much too rich. They're bad for your digestion.
The man: Yes, but I like chops... Just for once...
And maybe a little drink first...
The woman: No alcohol! Think of your digestion!
The man: Well then, a half bottle of red... or would you prefer white with your fish?
The woman: Waiter! Mineral water please. A large bottle!
The waiter brings the mineral water and the food. In a pretty casserole dish, there are 6 chops. He serves 3 of them to the man, with the potatoes. The other 3 keep warm in the casserole. He places the plate of fish in front of the woman. A piece of white fish is swimming around in a soup with a few vegetables at the bottom...

The wrong order
Protestation
A difficult customer

The woman: What’s this soup?! I didn’t ask for soup!

But the woman eats her fish soup and the man his first 3 chops. The waitress arrives with the pretty casserole:

Spare a thought for the dog
Chops this evening dear!
Chops to take away

The waitress: Would you like your other 3 chops, Sir?
The man: No thank you. I’ve had enough.
The woman: What! What about the dog? Have you forgotten him!
The man: Er… actually, my wife promised the dog some meat.
Could you put the remaining chops into a little bag? We’ll give them to him this evening for his dinner.
The waitress: Certainly, Sir. I’ll be right back.
The woman: You were going to leave those chops here! And what about our dinner this evening! It’s obvious you never do the cooking!

The waitress comes back with the chops in a plastic bag. The woman thanks her and puts them in her handbag which is on the floor. A short time later, the waiter arrives with another casserole.

Unexpected extras
A hungry customer
Chops and more chops...

The waiter: Would you like your last 3 chops, Sir?
The man (a little surprised): Er… No thank you. I’ve had enough.
The waiter: What about you, Madam? Would you like a chop?
The woman: Oh yes please! I would love one! Give me all three!

The waiter turns round and sees that the chops are in fact for the next table.

Waiter’s mistake
The neighbour’s chops
A non-existent extra

The waiter: Oh! I’m sorry! These chops are for those people! The people at the next table! I made a mistake!
The woman: Well, I’ve never heard anything like it!
The man: Remember, dear, my chops are in your bag for our dinner...
The woman: Of course I remember! But we could have had even more!
She leans over and looks in her handbag. The chops have disappeared! The plastic bag, torn and empty, is lying on the floor next to the dog, who is sleeping peacefully.

The missing chops
The dog’s had his dinner
It’s a dog’s life!

The woman: Do you know where your chops are, Henry?
The man: In your bag?
The woman: No. In the dog’s stomach!

Well, they were for me anyway!!!