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<th>900 exercises in vocational communication</th>
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<td>1.0: Produce a simple message</td>
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A message is a communication that is considered important, generally short.

As for a letter or an email, there is a sender and a receiver.

When you write to a specific receiver, you must have in mind the social situation of the person you are writing to, how well you know them, their place in any hierarchy, etc. Always take these factors into consideration in order to choose the right style.

*The message usually includes an opening (Dear Sir, Dear Madam, Dear (name of friend), etc.), the body of the message and the signature.*

For example, you leave this message for your colleague in her pigeonhole:

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Dear Julie,

Come for a drink in our new flat, Saturday evening, 23rd at about 9m. Claire and Shane are coming, and the Martins. We’ve got a great DVD to watch!

See you soon

Salima
```
You enjoy cycling and you would like to share this pleasure with other people. You ask for information about enrolling in a cycling club (fees, programme of all the activities, etc.). Write an email to the club:

The UK Cycling Club
9, Barton Place
LONDON SW6 4JS
cyclubuk@web.co.uk
You enjoy cycling and you would like to share this pleasure with other people. You ask for information about enrolling in a cycling club (fees, programme of all the activities, etc.). Write an email to the club:

**The UK Cycling Club**
9, Barton Place
LONDON SW6 4JS
cyclubuk@web.co.uk

Hello,

I really enjoy cycling and would like to share the pleasure it gives me with other people. Please could you send me some information on how to join the club and if possible a programme of your activities for the season?

Thanking you in advance,

Dennis Armstrong
You have been accepted for a work placement. You have already spent a week in the company.

Write a letter to a friend to tell them about your first week and to invite them to your house.

SHOW YOUR WORK TO THE TEACHER
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 1.3
You have been accepted for a work placement. You have already spent a week in the company.
Write a letter to a friend to tell them about your first week and to invite them to your house.

Dear Paul,

The work placement is going really well. My colleagues are really nice. As for the boss, he helps us a lot and seems very friendly to all the staff. I think I like this sort of work. I’ve got lots of things to tell you. Come and see me on Saturday at around 7pm, and I’ll make supper. Don’t bring anything, I’ll take care of it!

Fred
Write a letter to your Italian friend. (S)he is going to spend ten days in your town in August.

You have already organised a programme of what to do during their stay. Describe the programme and give them some useful information.
You are writing to your Bulgarian friend to tell her when you are arriving in Bulgaria and ask for information.
Be very precise about your time of arrival, the name of the airport and the flight number.

SHOW YOUR WORK TO THE TEACHER
OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 1.5
You are writing to your Bulgarian friend to tell her when you are arriving in Bulgaria and ask for information.

Be very precise about your time of arrival, the name of the airport and the flight number.

Dear Ivana,

As I said, I’m arriving on 10.04.07 in Sofia on flight BA 356 from London Heathrow. My plane leaves at 12:15, London time, and arrives at 15:45, local time in Sofia. What is the weather like in Sofia? Should I bring warm clothes? Can you come and get me at the airport?

Cheers,

Sue
Spontaneously, you do not speak in the same way when you speak to a child, to your husband or wife, to your boss, to your mother, or to a friend, etc.

You ADAPT what you say according to the person you are speaking to. This person is the person addressed.

As you know, the way of writing and the formula you use in a letter are also different according to the person addressed.

**Here are some letter endings:**

- Lots of love,
- Cheers! See you tomorrow.
- Best regards,
- Yours sincerely,
- Yours faithfully,
When we write a message to a specific person, we have to adapt our style to that person.

Rewrite the answers to the questions in a less familiar style.

1. How do you find a job?
   
   - Got to read the ads.

2. I was depressed all weekend.

   - Shoulda come to our place.

3. How will I manage with my luggage when I get to the station?

   - Just give us a buzz.

4. However am I going to manage to pay my rent?

   - You’ll just have to shift for yourself, won’t you?

SHOW YOUR WORK TO THE TEACHER OR LOOK AT THE SUGGESTED ANSWERS FOR D2/11 – 2.2
1. You should look at the classified advertisements.

2. You ought to have come to see us.

3. Telephone us and we’ll come and get you.

4. I’m afraid you’ll have to manage by yourself.
Write to your boss to ask permission to take 2 days off for personal reasons.

*Careful, it’s your boss you’re writing to!*
Write to your boss to ask permission to take 2 days off for personal reasons.

*Careful, it’s your boss you’re writing to!*

To the attention of Mr Geller
Personnel manager

Dear Mr Geller,

As I am obliged to go away on important family business, 200 miles from here, I would like to ask your permission to take two days’ unpaid leave, on Tuesday 11 and Wednesday 12 September.

Thank you for your attention.

Yours sincerely,

Anissa Ballot
You write a short letter to the manager of your company to ask him for an appointment. You would like to suggest some improvements to your work place.
You write a short letter to the manager of your company to ask him for an appointment. You would like to suggest some improvements to your work place.

19, Highland Rise
Tewksbury

To the attention of Mrs Latham
CEO, Latham Industries plc

17\textsuperscript{th} February 2007

Dear Mrs Latham,

I am writing to ask for an appointment to meet you. I have discovered some interesting and relatively inexpensive ways of improving my workstation. I would be very interested in hearing your opinion.

Thank you in advance for your attention.

Yours sincerely,

Laura Duchany
You are Jason’s mother. You have received an invitation from the head teacher of his school. It is for the parents’ meeting at the beginning of the year. You are unable to go. Write a short letter following this order:

1. You confirm that you have received the letter.
2. You explain that you have a problem.
3. You apologise.
4. You express your intention of getting the information later.
5. You sign off.
You are Jason’s mother. You have received an invitation from the head teacher of his school. It is for the parents’ meeting at the beginning of the year. You are unable to go. Write a short letter following this order:

1. You confirm that you have received the letter.

2. You explain that you have a problem.

3. You apologise.

4. You express your intention of getting the information later.

5. You sign off.

17 Bridgpool Street
Newark
15 September 2007

Dear Mrs Blunt,

My husband and I have received your letter concerning the parents’ meeting at the school. Unfortunately we are unable to attend, as we both work on Saturday morning. We hope you will excuse us.

We are very sorry to have to miss this meeting. In order to receive information about how the school works and about the curriculum for this year, we will call shortly to make an appointment with Jason’s teacher.

Yours faithfully,

Francesca Roper
You helped to organise a party at your local youth centre for all the members of your judo club. The committee in charge of the youth centre lent you the room free of charge, and helped to find a caterer and a group to provide music for the evening. The party was a great success, due in part to the contribution of the committee. Many members of the club have contacted you to compliment you on the organisation. You are writing to the committee on behalf of your club, to thank them for their participation and to pass on the thanks of the other members of the club. The Chairperson of the committee is Mrs Nayla Raci.
You helped to organise a party at your local youth centre for all the members of your judo club. The committee in charge of the youth centre lent you the room free of charge, and helped to find a caterer and a group to provide music for the evening. The party was a great success, due in part to the contribution of the committee. Many members of the club have contacted you to compliment you on the organisation. You are writing to the committee on behalf of your club, to thank them for their participation and to pass on the thanks of the other members of the club. The Chairperson of the committee is Mrs Nayla Raci.

22 Beech Crescent
Darrington,
West Yorks

Mrs Nayla Raci
Darrington Youth Centre
Westhill Rise,
Darrington

Dear Mrs Raci,

On behalf of the Darrington Judo Club, I would like to thank you for helping to make our recent party such a success. Your assistance, your advice and your kindness contributed greatly to a wonderful evening.

A lot of our members have asked me to pass on their compliments for an excellent organisation, very good food, and the location, which was perfect for our numbers.

Our thanks again to all the committee.

Yours sincerely,

Brigida Servan