<table>
<thead>
<tr>
<th>General aim</th>
<th>D: Compose a written message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of difficulty</td>
<td>2</td>
</tr>
<tr>
<td>Intermediate aim</td>
<td>2: Organise and structure a message</td>
</tr>
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</table>
| Operational aim      | 1: Look for and choose elements in order to give information.  
                        |   1.0 Organise elements in order to give information  
                        |   2.0 Structure messages |
| Pre-requirements      | Ability to write simple sentences. |
| Number of exercises   | 4                            |
| Summing-up exercise   | D2/21-2.2                    |
| Comments              |                               |
Giving INFORMATION consists in PUTTING ACROSS elements or information that are essential to the UNDERSTANDING of a situation, an event, a problem, etc.

As in any message you write, the organisation and the classification of these elements are essential.

**EXAMPLE**

The writing of an SMS shows a short but clear example of the IMPORTANCE of organising these elements in order to give information.

**In this type of message, you must be brief, but you must not forget anything.**

Here is an example situation:

A month ago I met up with an old friend whom I had not heard from for several years. He has invited me to spend a weekend in his house in the country near Brighton.

I accept and I send him an SMS.

To allow this friend to make arrangements, the SMS naturally has to indicate:

- the date and time of my arrival
- the place of arrival
- the number of people
- the length of the stay

The SMS could be written like this:

ANNE AND I ARRIVING
BRIGHTON STATION 10.15A.M. SATURDAY
LEAVING SUNDAY 6P.M.
THANKS – TOM
Here are some classified advertisements. From the information that they contain, make a short presentation of these people.

1. Fanny Pearson  
   General Practitioner  
   Every day except Sunday.  
   32, German Square  
   London SW5 2RP

2. Pauline Norton  
   Mathematics teacher  
   Private lessons  
   100, St. Michael’s Road,  
   St. Albans, AL3 5PY  
   Tel. 01791 143 785

3. Sophie Leroy  
   Veterinary surgeon  
   Every day  
   Tel. 01449 812 671  
   25, Beech Avenue  
   Saltwood, CT20 3AZ

SHOW YOUR WORK TO THE TEACHER OR LOOK AT THE SUGGESTED ANSWERS
Here are some classified advertisements. From the information that they contain, make a short presentation of these people.

1. Fanny Pearson in a general practitioner. She works and sees patients every day except Sunday. She lives in London. Her address is: 32, German Square London SW5 2RP

2. Pauline Norton is a mathematics teacher. She gives private lessons. She lives in St Albans. Her address is 100, St. Michael’s Road. Her telephone number is Tel. 01791 143 785.

3. Sophie Leroy is a vet. She works every day, even on Sundays. She lives in Saltwood: 25, Beech Avenue. Her telephone number is: 01449 812 671
Classified ad:

You are looking for a detached house for a family of five: the parents and three teenage children. The family needs a garage. Write an advertisement to place in a newspaper.

As you have to pay for each line, use abbreviations in your advertisement.

Then rewrite the advertisement using complete sentences.
Classified ad:

You are looking for a detached house for a family of five: the parents and three teenage children. The family needs a garage. Write an advertisement to place in a newspaper.

As you have to pay for each line, use abbreviations in your advertisement.

Then rewrite the advertisement using complete sentences.

Wanted det. hse. for 5 pers. w. gge.

I want a detached house for 5 people, with a garage.
Here is the plan of a flat.

You work in an estate agency and are writing an advertisement for a newspaper. This advertisement must not exceed 200 characters.

Make a list of the important elements that your advertisement must contain (you can make these elements up).

Plan of the flat

SHOW YOUR WORK TO THE TEACHER OR LOOK AT THE SUGGESTED ANSWERS
Here is the plan of a flat.

You work in an estate agency and are writing an advertisement for a newspaper. This advertisement must not exceed 200 characters.

Make a list of the important elements that your advertisement must contain (you can make these elements up).

- 4 rooms, kitchen, separate toilet, bath
- old stone building
- 140 m²
- gas central heating
- 5th floor, lift
- balcony overlooking park
- well situated near shops
- phone 01784 309 752
Puzzle

1. Using the elements given, put each sentence in the right order:

2. Make an amusing sentence by choosing 1 element from each column. Be careful, your sentence must be grammatically correct.

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<tr>
<th>1A) On waking, a farmer</th>
<th>1B) declared in a radio interview</th>
<th>1C) that the cost of postal services was going to rise.</th>
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<td>2B) staged a demonstration in the streets</td>
<td>2C) by thieves who stole jewels worth 2 million.</td>
</tr>
<tr>
<td>3A) Science students</td>
<td>3B) discovered</td>
<td>3C) that 5 of his cows had been stolen.</td>
</tr>
<tr>
<td>4A) A jeweller in Paradise Road in Newcastle</td>
<td>4B) was knocked down by 3 men</td>
<td>4C) to demand the refurbishment of the halls of residence.</td>
</tr>
<tr>
<td>5A) An old lady who was on her way home at dusk</td>
<td>5B) was knocked out</td>
<td>5C) who stole her handbag</td>
</tr>
<tr>
<td>6A) During a meeting, the leader of the opposition</td>
<td>6B) vehemently attacked</td>
<td>6C) at the Ritz Hotel.</td>
</tr>
<tr>
<td>7A) A hold-up</td>
<td>7B) took place</td>
<td>7C) the government’s policies.</td>
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LOOK AT THE ANSWERS ON THE NEXT PAGE
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<th>Verb</th>
<th>Event Description</th>
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2.

- A jeweller in Paradise Road in Newcastle discovered that 5 of his cows had been stolen.

- During a meeting, the leader of the opposition was knocked down by 3 men who stole her handbag.