<table>
<thead>
<tr>
<th>900 exercises in vocational communication</th>
<th>Notes for teachers</th>
<th>D2/25</th>
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<tbody>
<tr>
<td><strong>General aim</strong></td>
<td>D: Compose a written message</td>
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<td><strong>Level of difficulty</strong></td>
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<tr>
<td><strong>Intermediate aim</strong></td>
<td>2. Organise and structure a message</td>
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<td><strong>Operational aim</strong></td>
<td>5. Constitute sets and give them a title</td>
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<td><strong>Pre-requirements</strong></td>
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<td><strong>Number of exercises</strong></td>
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<td><strong>Summing-up exercise</strong></td>
<td>D2/25-1.5</td>
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<td><strong>Comments</strong></td>
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What is a category?

It is a series of objects, people or actions, etc. that you can put together.

For example:

Mr Archer runs a small restaurant where he does the cooking himself. Every day, he prepares his dishes, starting with the longest and finishing with the easiest and quickest:

- Duck with olives
- Sea bream surprise
- Pear tart
- Damson crumble
- Crab au gratin
- Cod en cocotte
- Caramel cream
- Asparagus in vinaigrette
- Pork kebabs
- Hake in cheese sauce
- Prawn and avocado cocktail
- Mushroom salad
- Grapefruit and lettuce salad
- Veal escalope in cream
- Veal cutlets with basil
- Flambéed bananas
But of course, on the menu in his restaurant, Mr Archer does not present the dishes in that order. He has classified them into 4 categories.

1. Starters
   - Asparagus in vinaigrette
   - Prawn and avocado cocktail
   - Mushroom salad
   - Grapefruit and lettuce salad

2. Fish
   - Cod en cocotte
   - Hake in cheese sauce
   - Crab au gratin
   - Sea bream surprise

3. Meat
   - Pork kebabs
   - Duck with olives
   - Veal cutlets with basil
   - Veal escalope in cream

4. Desserts
   - Flambéed bananas
   - Damson crumble
   - Caramel cream
   - Pear tart
In a newspaper, the news is classified in categories called columns. There are columns on politics, law and order, economics, education, news in brief, sports, travel, etc.

On pages 3 and 4 of our newspaper, the following five columns are given: Politics, economics, sport, weather, entertainment.

Here are the 15 headlines of the articles on pages 3 and 4. Classify each article in the corresponding column.

1. Fine weather to continue all week.
2. New men’s 200 metres world champion?
3. Prime Minister’s wife visits an orphanage in Liverpool.
6. Three new films out in cinemas this week.
7. Dollar reaches record low this year.
8. Who will win Wimbledon this year?
9. Weather fine with some cloud in coastal areas.
10. Early elections in Norway?
11. Concert on Sunday 9pm, at the Bethany Hall; traditional Yemeni music.
12. Unemployment down by 0.2 %.
13. The cost of living went up by 0.4 % in the first quarter.
14. Very high temperatures expected in the South.
15. 57% of voters intend to vote “yes” in the Swiss referendum.

LOOK AT THE ANSWERS FOR D2/25-1.2
### THE COLUMNS

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<tr>
<th>POLITICS</th>
<th>ECONOMICS</th>
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<th>WEATHER</th>
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### ENTERTAINMENT

- 6
- 11
You work in a small general store. It is holiday time, the shop is going to close, and you must do an inventory of the remaining articles.

Here is the list of articles.

- 5 large exercise books
- 45 light bulbs
- 20 planters
- 50 pots of paint
- 30 pens
- 12 floor cloths
- 10 rubbers
- 20 paintbrushes
- 9 pairs of rubber gloves
- 19 sponges
- 25 electric sockets
- 40 pencils
- 10 small exercise books
- 28 metres of electric wire
- 3 paint rollers
- 5 bottles of washing-up liquid
- 49 fuses
- 10 bags of compost
- 7 packets of crayons
- 3 brooms
- 10 extension leads
- 12 packets of detergent
- 5 bags of fertiliser for houseplants
- 3 bottles of turpentine
- 32 felt-tip pens
- 3 boxes of insecticide
- 4 pencil-sharpeners
Classify them into the following categories:

1. Cleaning or household products:

2. Stationery:

3. Painting:

4. Gardening:

5. Electricity:
1. Cleaning or household products:
- 12 floor cloths
- 9 pairs of rubber gloves
- 19 sponges
- 5 bottles of washing-up liquid
- 3 brooms
- 12 packets of detergent

2. Stationery:
- 5 large exercise books
- 10 small exercise books
- 30 pens
- 10 rubbers
- 40 pencils
- 32 felt-tip pens
- 4 pencil-sharpeners
- 7 packets of crayons

3. Painting:
- 50 pots of paint
- 20 paintbrushes
- 3 paint rollers
- 3 bottles of turpentine

4. Gardening:
- 20 planters
- 10 bags of compost
- 5 bags of fertiliser for houseplants
- 3 boxes of insecticide

5. Electricity:
- 45 light bulbs
- 25 electric sockets
- 28 metres of electric wire
- 10 extension leads
- 49 fuses
There are numerous ways of travelling.

But you cannot just use any way any time to go anywhere!

Classify the means of transport shown in this list into different categories and give a title to each category.


LOOK AT THE SUGGESTED ANSWERS FOR D2/25 1.4
There are numerous ways of travelling.

But you cannot just use any way any time to go anywhere!

Classify the means of transport shown in this list into different categories and give a title to each category.

raft – train – bike – yacht – car

There are at least two possible classifications.

1st classification: 1. **Air transport:**
   plane, hot-air balloon, helicopter, glider
2. **Sea (or water) transport**
   boat, cargo ship, ocean liner, barge, raft, yacht.
3. **Road transport**
   coach, lorry, caravan, car, bike, motorbike, bus
4. **Rail transport**
   train, Underground
5. **Urban or city transport**
   Underground, bus

2nd classification: 1. **Individual** transport or for a **small number** of people:
   helicopter, glider, boat, raft, yacht, caravan, car, bike, motorbike, hot-air balloon.
2. **Public** transport:
   plane, ocean liner, ship, coach, bus, train, Underground
3. **Goods** transport:
   cargo ship, lorry, barge
A newspaper in your area publishes job advertisements.

When a company manager wants to hire someone, he sends an ad to the paper. There, someone classifies the ads into sectors and gives a title to each sector, e.g. building trade, catering, etc. You are going to do this job.

List of ads sent to the newspaper:

- **URGENT!** Bakery in Lyminge seeks apprentice sales assistant TEL. 01303 400 504
- **DIY Homestores** seek 2 apprentice sales assistants Tel. 01304 123 456
- **Automobile dealer Canterbury** Seeks experienced ACCOUNTANT write quoting ref. 1507/42
- **Transport Group Eastwell Park Industrial Zone** seeks HGV drivers regional, national, attractive salary
- **Family wishes to hire proficient COOK,** Mondays to Fridays, from 5.30pm to 8.30pm, living in or near Saltwood. Apply in writing quoting ref no. 2364/52
- **STAR GARAGE Folkestone** Seeks mechanic Tel. 01303 987654
- **HOTEL VISTA Canterbury** seeks 3 chambermaids Tel. 01227 246 802
- **Restaurant in Dover** seeks waiter/waitress to start immediately Tel. 01304 615 243
- **BODYWORK FIRM** Seeks car painter with experience Tél. 07792 010432
- **WANTED** sales assistants, avail. from 16/09, board and lodging provided, Tel. 01624 313313
- **Wanted butcher** 2 ½ days off per week. Pay acc. To experience. Tel. 01303 525252
- **Taunton area** apple pickers, board and lodging supplied, beg. sept.
- **Plastering company** seeks apprentice for beg. Oct. Tel. 01304 086 424
- **Wanted : experienced joiner** Dover Tel. 01304 339 465

**SHOW YOUR WORK TO THE TEACHER**