

<i>900 exercises in vocational communication</i>	<b>Notes for teachers</b>	<b>D2/25</b>
<i>General aim</i>	<b>D: Compose a written message</b>	
<i>Level of difficulty</i>	<b>2</b>	
<i>Intermediate aim</i>	<b>2. Organise and structure a message</b>	
<i>Operational aim</i>	<b>5. Constitute sets and give them a title</b>	
<i>Pre-requirements</i>		
<i>Number of exercises</i>	<b>4</b>	
<i>Summing-up exercise</i>	<b>D2/25-1.5</b>	
<i>Comments</i>		

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



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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.
4. London Stock Exchange falls.
5. New challenge for England XI in test match week.
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**

**POLITICS**

- 3
- 10
- 12
- 15

**ECONOMICS**

- 4
- 7
- 13

**SPORT**

- 2
- 5
- 8

**WEATHER**










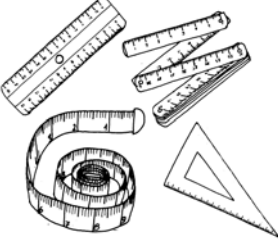
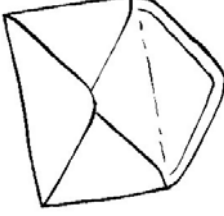


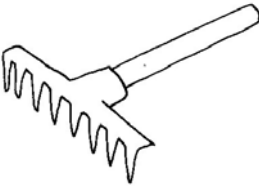


- 1
- 9
- 14

**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-sharpener		
			
			

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-sharpener
- 7 packets of crayons

**3. Painting:**

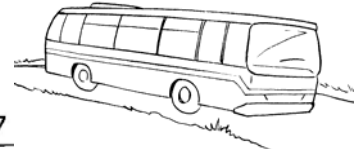
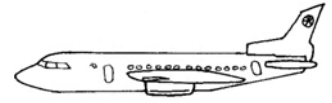
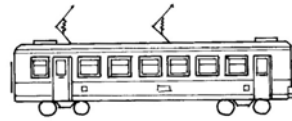
- 50 pots of paint
- 20 paintbrushes
- 3 paint rollers
- 3 bottles of turpentine

**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



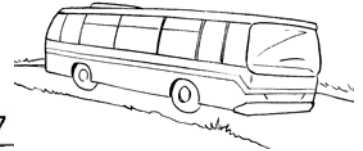
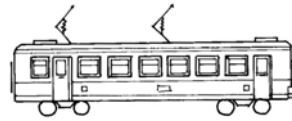
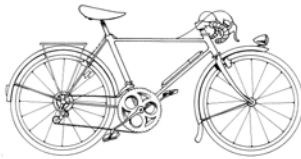
There are numerous ways of travelling.

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.

Bus – coach – plane – hot-air balloon – boat – lorry – caravan – cargo ship –  
helicopter – Underground – motorbike – ship – ocean liner – barge – glider –  
raft – train – bike – yacht – car

**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.

Bus – coach – plane – hot-air balloon – boat – lorry – caravan – cargo ship – helicopter – Underground – motorbike – ship – ocean liner – barge – glider – raft – train – bike – yacht – car

There are at least two possible classifications.

- 1<sup>st</sup> 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

- 2<sup>nd</sup> 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 **Car mechanic** with  
experience, good salary +  
bonus, Kent Garage  
Tél. 01303 54 54 54

**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