

You are at present working in a supermarket, in the electrical goods department, as a sales assistant. A new section has just opened in the store. It is devoted to sales of French products: books, CDs, DVDs, clothes, foodstuffs, craftwork. On the upper level, there is a fresh food stand and a cafeteria where you can taste the French specialities for yourself.

A lot of French people in your town come here to buy their products. You would like to work in this part of the shop devoted to French products and do different jobs: proposing the tasting, cafeteria and sales. You would be better paid doing several jobs and your work would be more varied.

But your French is not good enough, especially your spoken French. You also have very little knowledge of French culture and habits.

You have heard about European programmes for European languages and culture which offer grants to help young people to go on courses.

You have found the following information:

***Conditions for a cultural and language course
in a country of the European Union***

- *be between 18 and 25 years old*
- *have a project and be able to explain and justify it*
- *fill in the application form and send two copies of it to the National Agency and two copies to the European Commission in Brussels before the closing date.*

PART 1

You have 4 weeks' holiday in October, but the course you would like to go on has to last at least 2 months. You ask the personnel director if you can also take the whole of November off to take this course, without pay, of course. You explain that if you do this, you will be back in your usual job for December 1st to take care of the Christmas shoppers. You also suggest that a friend of yours can replace you in November as he is looking for work in sales...

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT Page 2	Category D Level 2
	Suggested answers	

The personnel director agrees on principle and asks you to make your request in writing. You are therefore going to write this request to the attention of Mr Ralph Morse, personnel director of Euroshop.

*20, Castle Street
Hounslow, TW3 4SY*

11 January 07

*To the attention of Mr Morse
Personnel Director, Euroshop*

Dear Mr Morse,

As I am very interested in obtaining a job in the section of the store devoted to French products, I would like to take a 2-month course in France to improve my knowledge of the language and culture of the country.

To this aim, I would like to ask your permission to extend my month's leave, unpaid, of course. I would therefore be away from 1st October to 30 November, which would enable me to take up my usual post in time for the Christmas sales. I have a friend who has a lot of experience in sales, who would be willing to replace me while I am away.

I hope you will consider my request.

Yours sincerely,

*Dan Macaulay,
Sales assistant, electrical appliances department*

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT Page 3	Category D Level 2
	Suggested answers	

PART 2

You have received the management's agreement. You must now organise your stay in France and put in your request for a grant.

Your cousin went to Paris for a short stay. He found accommodation with a French-English family who had a room to rent (relatively cheap) with breakfast. He gives you their address. You write to this family to obtain a written answer, which would be a very useful document to have for your request for a grant.

You therefore write a letter to Mr and Mrs Chapier to ask if the room is available from 1st October to 30 November, and if they would be willing to let it to you. Don't forget the question of payment.

*20, Castle Street
Hounslow, TW3 4SY*

16 January 07

Dear Sir or Madam,

My cousin Ralph Macaulay has recommended that I write to you. He rented a room in your house and was very happy there. I would like to know if it would be possible to do the same.

I will be taking a language course in Paris from 1st October to 30 November 2007 and am looking for accommodation: preferably a room with breakfast.

Would you be willing to rent me the room that my cousin Ralph occupied during this period, if it is available, of course? I would be grateful if you could indicate your terms: price of the accommodation for the 2 months and any down payment necessary.

Thank you in advance.

Yours faithfully,

Dan Macaulay

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT Page 4	Category D Level 2
	Answers	

PART 3

The Chapier family answer that they can put you up and their terms are suitable. Now for the grant ...

You have printed out the application form for the European programme “Youth for Europe”, from the Internet. But after reading it, you have a moment of panic, as the questionnaire seems long and complicated!

In all countries in Europe, there is an Agency for European programmes which gives information about applications. You phone the agency in your country.

During the conversation, you take notes on all the answers to your questions.

Here are the notes that you took:

1 - 3 dates for applic.: 12 Feb, 12 May, 12 Sept. Choose one.

1 – Send 2 copies of applic. to National Agency, 10 Spring Gardens London, SW1A 2BN.

4 – Preparation mtg for trip organised by Nat. Agcy. approx 2 mths after applic.

2 - Docs req.: photocopy last sch report, photoc. employer’s agreemt.

4 – Prep mtg imp. Try to attend.

3 – On applic form: don’t exceed max no of wds indicated for each question

3 - Answer ALL the questions on form, even if answer is “no” (write “no”)

4 - Decision re grant request. sent approx. 1 mth after date of applic.

3 - Form: better to say accomm. arranged.

1 –Applic. to be postmarked by deadline.

3 - Form: for 2 mth period: max. sum: 600 €.

2 - Document to send: parental agreemt if under 18.

1 – For stay next October, send in applic. by 12 Feb. If not accepted, start again 12 May.

GO TO THE NEXT PAGE

Before writing up your notes, you are going to group them together in categories to make it easier. You decide to write:

- 1 next to the notes about how to send the application.
- 2 next to the notes about the documents requested in addition to the application form.
- 3 next to the notes about the answers to the questions on the application form.
- 4 next to other notes.

PART 4

You are now going to write up your notes and put them in order. Write up clearly what you took down as notes, giving each part a title.

Sending the application

- 3 dates are possible for applications: 12 February, 12 May, 12 September.
- For a course in October, it's better to apply by 12 February. If it is not accepted this time, it's possible to re-apply for 12 May.
- Send 2 copies of the application to the National Agency, 10 Spring Gardens London, SW1A 2BN.
- Careful! The application must be postmarked not later than the deadline.
- The decision for the grant will be notified by post about 1 month after the application date.

Documents required

The photocopy of your last school report, a photocopy of the employer's agreement and of the parents, if you are under 18

Answers to the questions on the application form

- Do not go over the maximum number of words indicated when answering each question.
- Answer ALL the questions on the form, even if the answer is "no" (in which case, write "no")
- It's better to say that the accommodation has been arranged.
- For a 2-month period, the maximum sum that can be requested is 600 €

Other

A meeting to prepare for the course is organised by the National Agency. It takes place in London about 2 months after the application date. This preparatory meeting is important. It is essential to attend.

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT Page 6	Category D Level 2
	Suggested answers	

PART 5

YOUTH PROGRAMME IN EUROPE
APPLICATION FORM

Please answer all the questions keeping to the maximum number of words indicated.

1. Identification of applicant:

Last name: <i>Macaulay</i> First name: <i>Dan</i> Address: <i>20, Castle Street</i> Town: <i>Hounslow</i> Post code: <i>TW3 4SY</i> Country: <i>UK</i> Tel.: <i>01346 042 819</i> Mobile: <i>0799 601 364</i>
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2. Details of the course

In which European country do you want to stay? <i>France</i> Length of stay? <i>X</i> 2 months 3 months 6 months What grant are you requesting (in euros): <i>600 €</i> What sort of accommodation would you have? <i>Room with a local family</i>

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT Page 7	Category D Level 2
	Suggested answers	

PART 6

3. Justification for the course

What are the advantages that you will gain from your course? Make a list, from the most important for you to the least important? (Maximum 70 words)

These answers are only suggestions. You could think of other advantages and put these in a different order except for the first 2.

- *Improve my French, especially spoken.*
- *Increase my knowledge of the French culture and traditions.*
- *Discover the capital city, walk around it, visit the museums.*
- *Make French friends who I could invite back to my country.*
- *Go and see my favourite groups in concert.*
- *Go shopping and bring back some good deals.*
- *Learn about real French cooking.*
- *Etc.*

Is your course for vocational purposes? If yes, explain how exactly. (70 words maximum)

My course has a vocational aim, as I want to start work in the part of a store devoted to French products. As there are a lot of French customers, it is important to improve my French, especially my spoken French. I must also increase my knowledge of French culture and traditions, as that is important when selling the products, especially for non-French customers.

In the future, might you consider working in a country other than yours? If yes, which one and why? (70 words maximum)

For the moment I do not intend to work in another country, but with the rapid development of the European Union, I might go and work in France, as I like the country and the language.

GO TO THE NEXT PAGE

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT Page 8	Category D Level 2
	Suggested answers	

PART 7

Summary of your request

Please make a summary of your request (200 words maximum)

This summary is important, as it will have to convince the European Commission to give you the grant requested. The plan of your summary will be as follows:

Present situation – plans – aims of the course – results expected

At the moment I am working as a sales assistant in the electrical goods department of a superstore in Hounslow (UK). As they have just opened a part of the store devoted to French products, I will be applying for a multi-task job which will include selling (CDs, DVDs, books, foodstuffs, clothes and craftwork) and serving in the fresh food stand and café. I would very much enjoy the diversity of the job, and the contact with mainly French customers. That is why I would like to obtain a grant to follow a 2-month language and culture course in Paris. The improvement in my French, especially spoken French, would make my contacts with the customers easier and enable me to be better at my job. The increase in my knowledge of French culture and traditions would help me to present the products to non-French customers who also come to departments devoted to the sale of French products and who frequently ask questions. Finally, obtaining this post would give me a better salary.

END OF SUMMATIVE ASSESSMENT

Note: The subject of this evaluation is not just fantasy! There exist European programmes, in all European countries, which enable you to obtain grants for a project or language courses, as is the case here. You must apply at certain fixed dates but the form shown here has been simplified compared to the forms for the European Commission.