

<i>900 exercises in vocational communication</i>	<b>Notes for teachers</b>	<b>B2 / 31</b>
<i>General aim</i>	<b>B: FIND OUT / COLLECT INFORMATION</b>	
<i>Level of difficulty</i>	<b>2</b>	
<i>Intermediate aim</i>	<b>3: USE INFORMATION</b>	
<i>Operational aim</i>	<b>1: Consult documents giving practical and vocational information</b>	
<i>Pre-requirements</i>		
<i>Number of exercises</i>	<b>10: - 5 with printed exercises - 5 with Internet</b>	
<i>Summing-up exercise</i>	<b>B2/31-1.10</b>	
<i>Comments</i>	From exercise B2/31-1.5, the learners will need access to a computer room to do Internet research.	

You are on holiday with your nephew Eric, aged 10, in your uncle's house. One night, your nephew starts to cough badly. In your uncle's medicine cabinet, you find some cough syrup. You don't know if you can safely give it to Eric. So you read the directions for use:

**PEACE 'N CALM COUGH SYRUP**

**1. When to take this medicine:**

This medicine is prescribed for coughs.

**2. Precautions for use:**

**a) Pregnancy – Breast-feeding**

Avoid taking this medicine, if possible, during the first three months of pregnancy.

This medicine is passed on in the mother's milk: it is therefore advised to stop breast-feeding while taking it.

**b) Drivers and machine operators:**

This medicine can cause somnolence and a lack of vigilance.

**3. How to use this medicine:**

**a) Dosage:**

- Adults: 3 to 4 tablespoons per day leaving 4 hours between doses.
- Children: do not give this medicine to children under 12.

**b) Length of treatment:**

If the cough persists after one week, consult your doctor.

Can you give Eric this cough medicine? Write the information from the directions for use that will tell you.

Your answer:

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**Look at the answers for B2/31-1.1**

You are on holiday with your nephew Eric, aged 10, in your uncle's house. One night, your nephew starts to cough badly. In your uncle's medicine cabinet, you find some cough syrup. You don't know if you can safely give it to Eric. So you read the directions for use:

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**b) Drivers and machine operators:**

This medicine can cause somnolence and a lack of vigilance.

**3. How to use this medicine:**

**a) Dosage:**

- Adults: 3 to 4 tablespoons per day leaving 4 hours between doses.
- Children: do not give this medicine to children under 12.

**b) Length of treatment:**

If the cough persists after one week, consult your doctor.

Can you give Eric this cough medicine? Write the information from the directions for use that will tell you.

Your answer: **No, I can't: Eric is 10 and you must not give this medicine to children under 12.**

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<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>B2 / 31 – 1.2</b>
		<b>Eval.:</b>

You would like to receive your TV magazine at home, by taking out a subscription.

In the following document, only part of the information is necessary to subscribe. The other sentences are only advertising ploys to urge you to take out a subscription.

*1. Subscribe now to be sure not to miss a single issue of your favourite TV magazine!*

*2. We are offering an exceptional 15% reduction for all subscriptions taken out before Christmas.*

*3. Tick the length of subscription required:*

*6 months*
   
  *1 year*
   
  *2 years*

*and fill in the form:*

*Last name:* .....

*First name:* .....

*Address:* .....

.....

*4. Send your cheque made out to "Subscriptions Department"*

*5. You will receive your first issue with an amazing free gift!*

*6. You can cancel your subscription at any time by sending the "not satisfied" coupon.*

*7. Send the form, together with the payment, to SUPER-TV, 3, Philpot Square, London EC3 4UD*

Write the number of the sentences which are sufficient to take out your subscription.

**Sentences:** .....

**Look at the answers for B2/31-1.2**

You would like to receive your TV magazine at home, by taking out a subscription.

In the following document, only part of the information is necessary to subscribe. The other sentences are only advertising ploys to urge you to take out a subscription.

*1. Subscribe now to be sure not to miss a single issue of your favourite TV magazine!*

*2. We are offering an exceptional 15% reduction for all subscriptions taken out before Christmas.*

*3. Tick the length of subscription required:*

*6 months*

*1 year*

*2 years*

*and fill in the form:*

*Last name: .....*

*First name: .....*

*Address: .....*

*.....*

*4. Send your cheque made out to "Subscriptions Department"*

*5. You will receive your first issue with an amazing free gift!*

*6. You can cancel your subscription at any time by sending the "not satisfied" coupon.*

*7. Send the form, together with the payment, to SUPER-TV, 3, Philpot Square, London EC3 4UD*

Write the number of the sentences which are sufficient to take out your subscription.

**Sentences: 2 – 3 – 4 - 7**

You are looking for a health club that is open on Saturdays and Sundays.

You would like group gym sessions.

You have found these advertisements:

Gentlemen: Be kind to your body  
At the **Perfect Form Club**

Made to measure techniques to build the perfect body  
Shape your body without playing any sport

Open every day except Sunday

1<sup>st</sup> consultation free

***10 good reasons for getting fit with Fitness Quick***

- . *Spacious rooms overlooking beautiful gardens*
- . *Over 80 fitness machines*
- . *Sauna or hammam*
- . *Highly qualified staff to help you achieve your aims*
- . *Individual or group lessons*
- . *Luxury changing rooms*
- . *Winter and summer gardens to enjoy a well-earned drink*
- . *Play area for children*
- . *Video library*
- . *Open 7 days a week*

5% off all **OK Fitness** apparatus  
Apparatus for men and for women  
Delivery and assembly free  
OK Fitness, the fitness specialist

Which advertisement would be the most suitable for you? →

In the ad you have chosen, tick the lines that correspond to what you want.

**Look at the answers for B2/31-1.3**

You are looking for a health club that is open on Saturdays and Sundays.  
You would like group gym sessions.  
You have found these advertisements:

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**10 good reasons for getting fit with Fitness Quick**

- . Spacious rooms overlooking beautiful gardens
- . Over 80 fitness machines
- . Sauna or hammam
- X . Highly qualified staff to help you achieve your aims
- X . Individual or group lessons
- . Luxury changing rooms
- . Winter and summer gardens to enjoy a well-earned drink
- . Play area for children
- . Video library
- X . Open 7 days a week

5% off all **OK Fitness** apparatus  
Apparatus for men and for women  
Delivery and assembly free  
OK Fitness, the fitness specialist

Which advertisement would be the most suitable for you? → Fitness Quick

In the ad you have chosen, tick the lines that correspond to what you want.

Your 15-year-old sister is at school. This year she has to do a two-week placement to find out about the world of work. She is interested in **clothes, fashion** and **show business**. She asks you to help her find a sector of activity in which she could do her placement.

You have looked on Internet and printed out the results of your search.

**Sales assistant in clothing**

Definition

Selling clothes, shoes, accessories and other products, either in a boutique or in a supermarket or department store. It also involves placing clothes on the shelves and in the stockroom, and sometimes doing the window display. This activity requires an interest in fashion and in helping the customer make the right choice. Sometimes there are fittings to be done for any alterations that might be necessary. It is also possible to work at the till.

General work conditions

This job involves a lot of standing with frequent comings and goings in the shop and in the stockroom. Generally clothes in the style of the boutique have to be worn. The activity requires you to work on Saturdays.

**Window dresser in the ready-to-wear trade**

Definition

Decorating or arranging a place, choosing the structures, volumes, materials, lighting and colours that will best highlight the boutique and the clothes sold there.

General work conditions

The work is done on site at the boutique, in collaboration with the sales staff. It therefore involves constantly changing the place of work.

**Dresser (show business)**

Definition

Helping to make costumes or rent them, maintain them and dressing the artists before the show (film, play or opera, etc.).

General work conditions

The job is done in a sewing room if you manufacture the costumes, in the artists dressing rooms, the wings of a theatre, sometimes outside for films, sometimes abroad for shooting. The activity is very irregular. The hours are often unsocial, night and weekend work is common.

For each of these 3 jobs, underline what might correspond to what your sister wants.

**Look at the suggested answers for B2/31-1.4**



Your 15-year-old sister is at school. This year she has to do a two-week placement to find out about the world of work. She is interested in **clothes**, **fashion** and **show business**. She asks you to help her find a sector of activity in which she could do her placement.

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<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>B2 / 31 – 1.5</b>
		<b>Eval.:</b>

You want to find some information about becoming a hairdresser.  
Look for a description of the job on Internet and print it.  
Stick the description here or copy it out.

**Look at the suggested answers for B2/31-1.5**

Here is a page from the Department of Education and Skills, on Internet.

### **Profession: hairdresser**

#### General Description

As a hairdresser you would work with clients of all ages, using techniques like blow-drying, colouring, perming and cutting hair. You would be expected to shampoo and condition hair, talk to clients, take bookings and work on reception, sweep up and when experienced, you would use cutting techniques. To be good at this job, you should enjoy working with people, have good communication skills, be good at working with your hands, be creative and artistic and be able to work quickly and neatly.

#### Work Conditions

Most hairdressers work a 40-hour week. You will almost certainly have to work on Saturdays. Many salons also open late one or two evenings a week and some open on Sundays. Part-time work is likely to be available. The work is physically demanding. You would spend most of the day standing, although you may be able to sit on a stool while cutting hair.

#### Additional Information

Many hairdressers work in salons. There are also opportunities to work as mobile hairdressers, visiting clients in their homes. There is no maximum age to begin training. Many colleges offer part-time courses which could fit round childcare. There are no minimum qualifications to begin training as a hairdresser. Having the right personality is more important than examination passes. There are two main routes into hairdressing - through full-time employment and training in a salon, or via a full-time college course. There are opportunities for hairdressers all over the UK.

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>B2 / 31 – 1.6</b>
		<b>Eval.:</b>

You are doing a placement in London and your boss travels a lot. He is going to a conference in Paris, in France, from Friday 10:30am to Sunday 5pm. The airport is an hour from the conference, which is in the centre of Paris, near the Gare du Nord, and he has to be there an hour before his flight. He lives in the centre of London, so it would also take him an hour to get to the airport.

He asks you to look for the best travel times on Internet. He would like to take either the plane or the Eurostar. The airline could be either Air France or British Airways, as he has a season ticket and gets good prices on business class.

Note down here the times you suggest.

**Look at the suggested answers for B2/31-1.6**

You are doing a placement in London and your boss travels a lot. He is going to a conference in Paris, in France, from Friday 10:30am to Sunday 5pm. The airport is an hour from the conference, which is in the centre of Paris, near the Gare du Nord, and he has to be there an hour before his flight. He lives in the centre of London, so it would also take him an hour to get to the airport.

He asks you to look for the best travel times on Internet. He would like to take either the plane or the Eurostar. The airline could be either Air France or British Airways, as he has a season ticket and gets good prices on business class.

Note down here the times you suggest.

The timetable will depend on the dates you enter in the search engine.

Here are the flights available for a departure on 8 July and return on 10 July 2007:

	<b>Outward (Friday)</b>	<b>Return (Sunday)</b>
<b>British Airways</b>	6:20 (arrives 8:25)	19:20 (arrives 19.45)
<b>Air France</b>	7:20 (arrives 9:40)	20:12 (arrives 20.35)
<b>Eurostar</b>	5:34 (arrives 9:23) 6:34 (arrives 10:23)	17:10 (arrives 18:56) 17:43 (arrives 19:21)

**Observations:** Eurostar takes longer (a three-hour journey) but has a better timetable, and there is less journey time to and from the stations. Plane travel is quicker, but getting to and from the airports can be difficult. The conference is near the station, and you live near Waterloo International.

<i>900 exercises in vocational communication</i>	<b>Exercise</b>	<b>B2 / 31 – 1.7</b>
		<b>Eval.:</b>

You live in Bristol and would like to attend a huge concert in Reading. This concert, with lots of other entertainments, takes place next Friday from 12 till 7pm.

You are going to look on Internet for the best train timetables for this concert. You do not want to miss any of it, but you cannot stay more than one day in Reading. You must get back the same evening.

Note down here the train times you have found.

**Look at the suggested answers for B2/31-1.7**

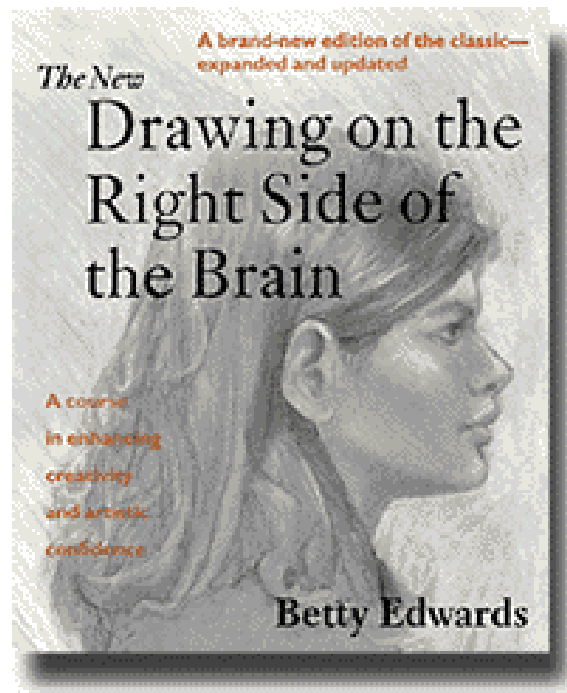
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You are going to look on Internet for the best train timetables for this concert. You do not want to miss any of it, but you cannot stay more than one day in Reading. You must get back the same evening.

The timetables will depend on the dates you entered in your search.

Here are the train times for Friday March 16, 2007:

<b>Company</b>	<b>Outward</b>	<b>Return</b>
<b>Great Western</b>	10.01 (arrives 10.57)	19.11 (arrives 20.12)
	10.30 (arrives 11.32)	19.41 (arrives 20.42)
	11.01 (arrives 11.57)	19.56 (arrives 21.10)



A friend of yours has learned to draw very quickly thanks to a book she ordered on Internet. The book is “Drawing on the Right Side of the Brain” by Betty Edwards published by Harper Collins (2001)

You too would like to learn to draw. You are interested in the book.

You would like to know if it is available, how soon it can be delivered and how much it costs (the books are sold new and sometimes second hand).

You are going to look at a site that sells books on Internet and look for this information.

*Is the book available?→*

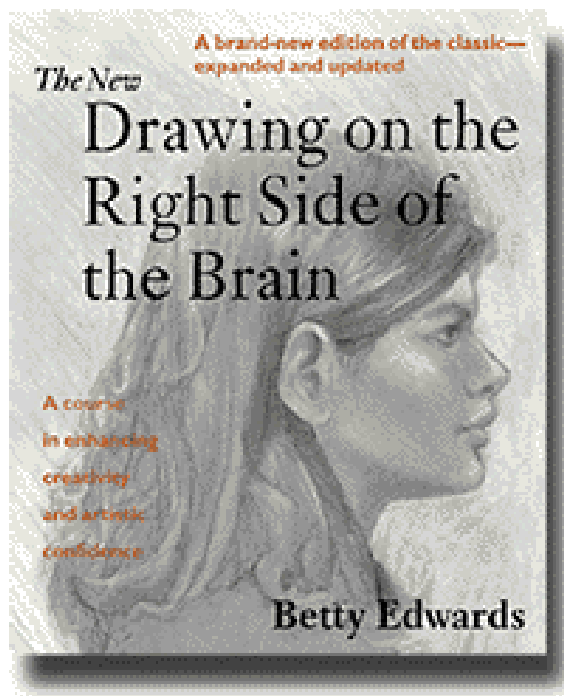
*How soon will it be sent?→*

*How much is it new?→*

*How much is it second hand?→*

**Look at the suggested answers for B2/31-1.8**





A friend of yours has learned to draw very quickly thanks to a book she ordered on Internet. The book is “Drawing on the Right Side of the Brain” by Betty Edwards published by Harper Collins (2001)

You too would like to learn to draw. You are interested in the book.

You would like to know if it is available, how soon it can be delivered and how much it costs (the books are sold new and sometimes second hand).

You are going to look at a site that sells books on Internet and look for this information.

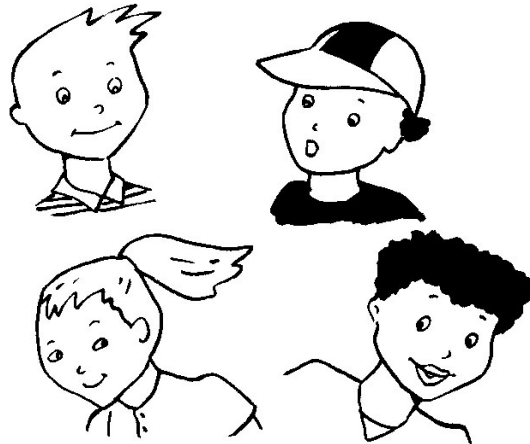
For these answers, we looked at the site Amazon UK (February 2007)  
and found this result:

*Is the book available? → Yes*

*How soon will it be sent? → in 24 hours*

*How much is it new? → £7.94*

*How much is it second hand? → £7.75 (near perfect condition)*



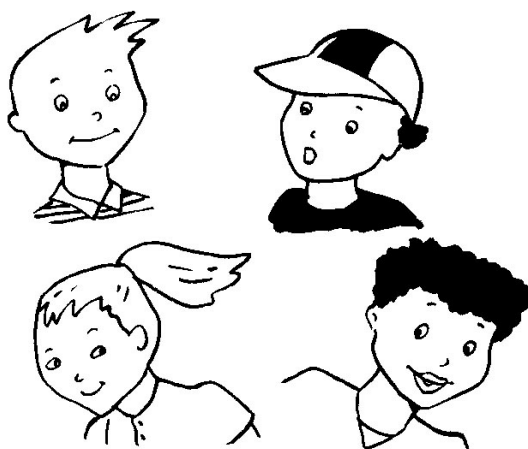
You are working in a youth centre.

Mr Delfino, who is in charge of outdoor activities, has decided to take the children either to a theme park, or to an indoor swimming pool. It all depends on the weather.

So that he can organise the outing as well as possible, Mr Delfino has asked you to look at the weather forecast on Internet to find out what the weather will be like tomorrow afternoon.

Look on Internet to see what the weather will be like tomorrow afternoon and note down what you find.

**Look at the suggested answers for B2/31-1.9**



You are working in a youth centre.

Mr Delfino, who is in charge of outdoor activities, has decided to take the children either to a theme park, or to an indoor swimming pool. It all depends on the weather.

So that he can organise the outing as well as possible, Mr Delfino has asked you to look at the weather forecast on Internet to find out what the weather will be like tomorrow afternoon.

Look on Internet to see what the weather will be like tomorrow afternoon and note down what you find.

*We looked up weather forecast on Google, and found the BBC Weather Centre.*

*We asked for the forecast for the south east, to go to Thorpe Park.*

*Here is the answer:*

***Afternoon temperatures: 21°C***

***Sunny periods***

***No rain.***

*(We can therefore go to the park...)*



You need no longer panic at the first accident!  
Take a "first aid" course.

You would like to do a short course of just a few hours to learn about **first aid**.

Look for one on Internet and note down the main information:

**Where?**

**When?**

**How?**

**How do you enrol?**

**Look at the suggested answers for B2/31-1.10**



You need no longer panic at the first accident!  
Take a "first aid" course

You would like to do a short course of just a few hours to learn about **first aid**.

Look for one on Internet and note down the main information:

For these answers, we Googled the words "first aid" (with inverted commas so that the two words were taken together).

The first line of the first page given by the search engine showed us "St John Ambulance".

We clicked on "St John Ambulance" and found "Courses".

Here is the result:

#### St John Ambulance First Aid certificate

**Where?** St John Ambulance: The Princess Anne Training Centre, Derby, DE1 2RE Phone 01246-200 272

**When?** Basic first aid training courses take place twice a month on Saturday afternoons from 1pm to 4pm.

At the end of the course, a certificate will be issued.

**How?** Our courses are available to anybody over the age of 10. Adults, children, teenagers, parents, grandparents and social groups can all learn First Aid. The large range of courses we have on offer enables you to learn First Aid skills that can be used to treat people of all ages.

**How do you enrol?** Courses cost £16 + VAT. Phone 01246-200 272