

<i>900 exercises in vocational communication</i>	Notes for teachers	C2 / 32
<i>General aim</i>	C: Understand a message	
<i>Level of difficulty</i>	2	
<i>Intermediate aim</i>	3: Appropriate a message	
<i>Operational aim</i>	2: Pass on given instructions or information	
<i>Pre-requirements</i>	<ul style="list-style-type: none"> - Ability to read semi-complex sentences - Ability to write a simple message of several lines. 	
<i>Number of exercises</i>	5	
<i>Summing-up exercise</i>	C2/32-1.5	
<i>Comments</i>	<ul style="list-style-type: none"> - The exercises can also be done orally. - For exercise C2/32-1.1, the learners can perhaps fold the paper so that they cannot see the explanations when they are writing. 	



You have just bought a microwave oven. The sales assistant explained how it works. You turn the knob at the top to choose the power setting. For liquids, use the highest power setting. For food, see the instructions supplied with the oven. For cooking times, turn the middle knob. The button at the bottom opens the door. Do not put anything metal in the oven.

When you get home, you explain to your sister how she can use the appliance.

Write your explanations here:

**LOOK AT THE SUGGESTED ANSWERS FOR C2/32-1.1
OR
SHOW YOUR WORK TO THE TEACHER**



You have just bought a microwave oven. The sales assistant explained how it works. You turn the knob at the top to choose the power setting. For liquids, use the highest power setting. For food, see the instructions supplied with the oven. For cooking times, turn the middle knob. The button at the bottom opens the door. Do not put anything metal in the oven.

When you get home, you explain to your sister how she can use the appliance.

Write your explanations here:

Look, Julie. You can heat up or cook all sorts of dishes in the microwave. It's really quick. You open the door by pressing the button at the bottom. You put your plate in the oven. You choose the power setting and the cooking time as indicated in the instruction manual or on the packet of food you are cooking. For the power, you turn the knob at the top. For cooking times, turn the knob in the middle. If you want to heat up a liquid, you put it on maximum power. Don't put any metal objects in the microwave oven. Enjoy your meal!

Here is some information that you can read in the Practical Guide of your town:

**New service offered by the Council:
Temporary childcare facilities**

Your child is ill and you have to work. You have no one to look after her. You are in hospital or unable to move. You need someone to look after your child after school, until another member of the family arrives.

Just phone us, and an experienced, qualified childminder will come to your home. Prices depend on your income and the number of children to be looked after.

You have noted down the number of the facility.

Read this information several times, then go to the next page.

THE EXERCISE CONTINUES ON THE NEXT PAGE

Your cousin, who lives in your neighbourhood, phones you to tell you that tomorrow she has a very important exam for her work. Her sister was going to look after her son after school. But she has just had to go into hospital.

So your cousin asks you if you would be able to look after her son after 3.30 tomorrow afternoon.

You can't leave your work before 6pm, but you explain to your cousin that she can phone the childminding facility in the town and they will find someone to look after her son.

Give your explanations here:

**LOOK AT THE SUGGESTED ANSWERS FOR C2/32-1.2
OR
SHOW YOUR WORK TO THE TEACHER**

Your cousin, who lives in your neighbourhood, phones you to tell you that tomorrow she has a very important exam for her work. Her sister was going to look after her son after school. But she has just had to go into hospital.

So your cousin asks you if you would be able to look after her son after 3.30 tomorrow afternoon.

You can't leave your work before 6pm, but you explain to your cousin that she can phone the childminding facility in the town and they will find someone to look after her son.

Give your explanations here:

I'm afraid I can't look after Peter as I can't leave work before 6pm. But you can phone the childminding service that the town council has made available. They will send someone to look after Peter. The price depends on your income. The phone number is in the Practical Guide of the town. I'll look for it and phone you back in 5 minutes!

Here is some information that you are going to read carefully before going on to the next page:

Town crèche facilities

The new crèche is at 4, Market Street, and has just opened. For occasional use (twice a week maximum and for 4 hours at a time) it looks after children from 3 months to 6 years.

Friday is an all day service and you can leave your child for 6 hours if you book him in.

The crèche is open from Monday to Friday, from 9am to 5pm.

THE EXERCISE CONTINUES ON THE NEXT PAGE

Your sister-in-law, who lives near Market Street, has a one-year-old child. She would like to enrol in a sewing course, which takes place once a week for 3 hours. She doesn't know how to find someone to look after her child.

Explain to her that, near where she lives, there is a crèche that has just opened, and give her as many details as possible as to how the system works.

Give your explanations here:

**LOOK AT THE SUGGESTED ANSWERS FOR C2/32-1.3
OR
SHOW YOUR WORK TO THE TEACHER**

Your sister-in-law, who lives near Market Street, has a one-year-old child. She would like to enrol in a sewing course, which takes place once a week for 3 hours. She doesn't know how to find someone to look after her child.

Explain to her that, near where she lives, there is a crèche that has just opened, and give her as many details as possible as to how the system works.

Give your explanations here:

I've found a solution for Arthur. A crèche has just opened at 4 Market Street, 5 minutes from where you live. You can take Arthur twice a week for a maximum of 4 hours. That leaves you time to go to your sewing lessons and come back to fetch him. It's open from 9am to 5pm.

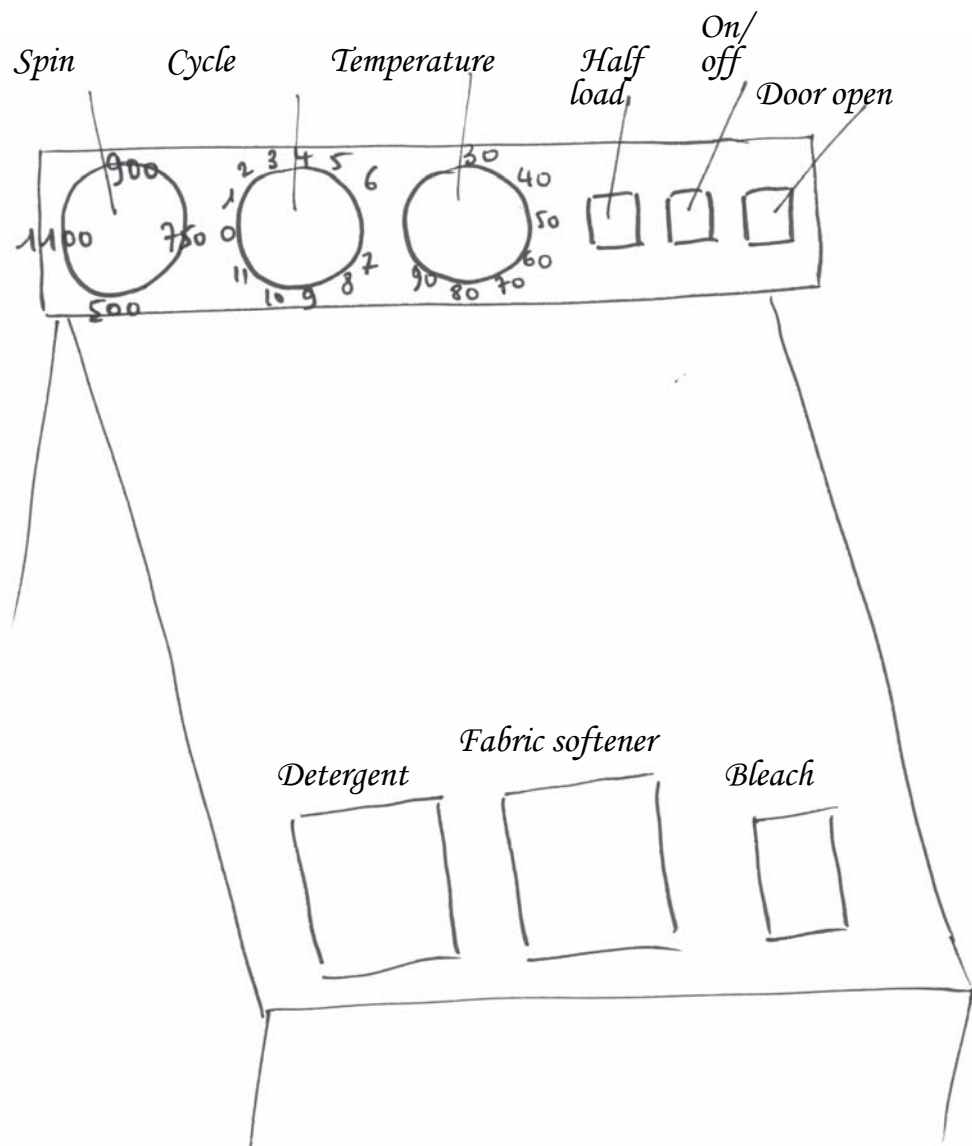
If you have to go away for longer, the crèche has an all-day service on Fridays and will look after the children for six hours at a time. But you have to book them in.

Go there and take a look. You'll find all the information you need.

Your sister is coming to stay in your house to look after your cats while you are on holiday. You explain to her how to use your washing machine.

First you draw a diagram of the appliance with the various knobs and the compartments to put the detergent and other products. For ordinary washing, you usually set the temperature to 40°, choose cycle 3 and maximum spin speed.

You are going to leave a note for your sister to explain what she has to do right from the beginning of the operations, using your diagram as a guide.



THE EXERCISE CONTINUES ON THE NEXT PAGE

<i>900 exercises in vocational communication</i>	Exercise (Page 2)	C2 / 32 – 1.4
		Eval.:

Give your explanations here:

**LOOK AT THE SUGGESTED ANSWERS FOR C2/32-1.4
OR
SHOW YOUR WORK TO THE TEACHER**

First, open the machine by pressing the button marked “door”. Put your laundry in the drum and close the door.

Then put the detergent in the left-hand compartment and the fabric softener in the middle one. (Only put bleach in if the laundry is very dirty and very tough.)

If your laundry is not very dirty, set the temperature to 40° by turning the knob, and put the cycle on 3.

*I usually set the spin to maximum speed, unless it's for delicates.
Enjoy yourself!*

A neighbour, who has gone on holiday for three weeks, has asked you if you wouldn't mind watering the flowers on her balcony and the houseplant while she is away.

This is what she has told you:

The flowers on the balcony need watering every other day, preferably in the evening, after sunset. Once a week, they will need a liquid feed: half a capful of fertiliser in a full watering can. The bottle of fertiliser is on the balcony.

For the plant in the self-watering planter, in two weeks' time, pour water in up to the three-quarter mark.

The houseplant in the sitting room does not need much water. Give it just a glass of water once a week.

THE EXERCISE CONTINUES ON THE NEXT PAGE

You have followed your neighbour's instructions for two weeks, giving liquid fertiliser and watering the houseplant on Tuesdays.

But now you have to go away for a week, which was not in the original plan.

Another neighbour, to whom your neighbour has also given the keys to her flat, agrees to take over watering the flowers.

Explain to him what your neighbour told you, bearing in mind what you have been doing for the last two weeks.

Note down your explanations here:

**LOOK AT THE SUGGESTED ANSWERS FOR C2/32-1.5
OR
SHOW YOUR WORK TO THE TEACHER**

You have followed your neighbour's instructions for two weeks, giving liquid fertiliser and watering the houseplant on Tuesdays.

But now you have to go away for a week, which was not in the original plan.

Another neighbour, to whom your neighbour has also given the keys to her flat, agrees to take over watering the flowers.

Explain to him what your neighbour told you, bearing in mind what you have been doing for the last two weeks.

Note down your explanations here:

Water the flowers on the balcony every 2 days only, in the evening. Start the day after tomorrow, as I will water them tonight before I leave. But don't water the plant in the self-watering planter. On Tuesday, you should give them some liquid fertiliser: half a capful in a full watering can. The bottle of liquid fertiliser is on the balcony.

Thanks very much!

