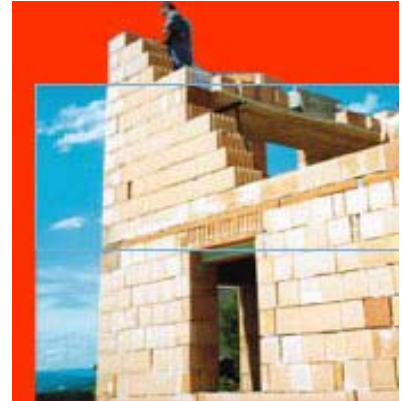
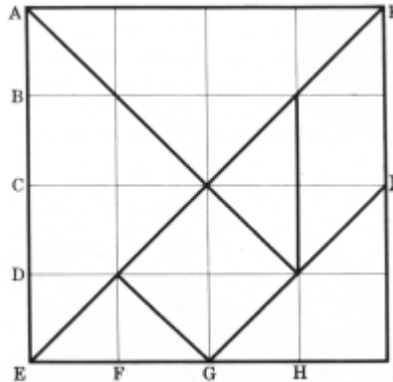
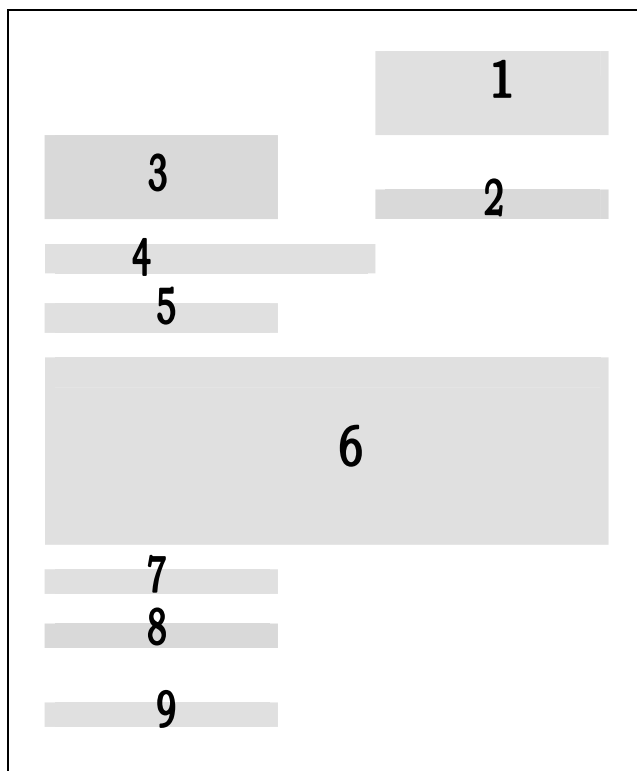


| | | |
|--|---|----------------|
| <i>900 exercises in vocational communication</i> | Notes for teachers | D1 / 22 |
| <i>General aim</i> | D: COMPOSE A WRITTEN MESSAGE | |
| <i>Level of difficulty</i> | 1 | |
| <i>Intermediate aim</i> | 2 Organise and give structure to a message. | |
| <i>Operational aim</i> | 2 Structure a message based on diagrams. | |
| <i>Pre-requirements</i> | Ability to read simple sentences Ability to write simple sentences | |
| <i>Number of exercises</i> | 5 | |
| <i>Summing-up exercise</i> | D1/11-1.6 | |
| <i>Comments</i> | Some exercises can be useful for writing business letters, application forms or reports. | |

In general, we construct a letter according to a precise plan.

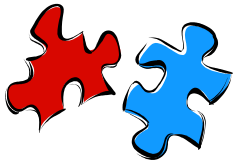


Here is the plan for the construction of a letter



- 1 Sender
- 2 Date
- 3 Addressee
- 4 Subject
- 5 Opening
- 6 Body of the letter
- 7 Closing
- 8 Signature
- 9 Enclosure(s)

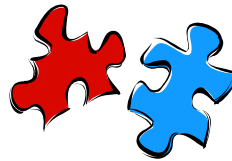
Here you can see the different parts of a letter.



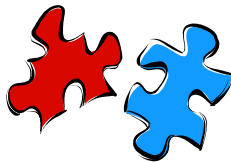
Yours sincerely.

*Mr Philip Thomas
24, Mozart Avenue
Hythe
Kent CT 21 3SR*

*I have very much enjoyed my time in this flat.
Similarly, I have appreciated our excellent relations.*

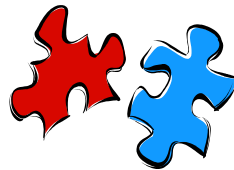


29 November 2007

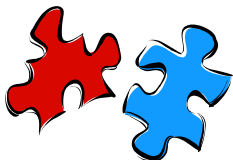


I will be away from 15 to 22 December.

Dear Mr Thomas,



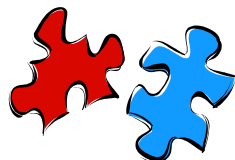
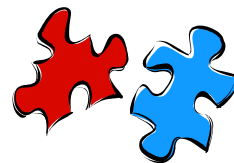
Andrew Moore



For this reason, I am obliged to cancel the lease on my flat. The lease runs until May 2008.

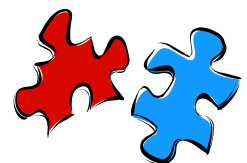
Cancellation of lease

*20, Manor Park
Folkestone
Kent CT20 3PR*



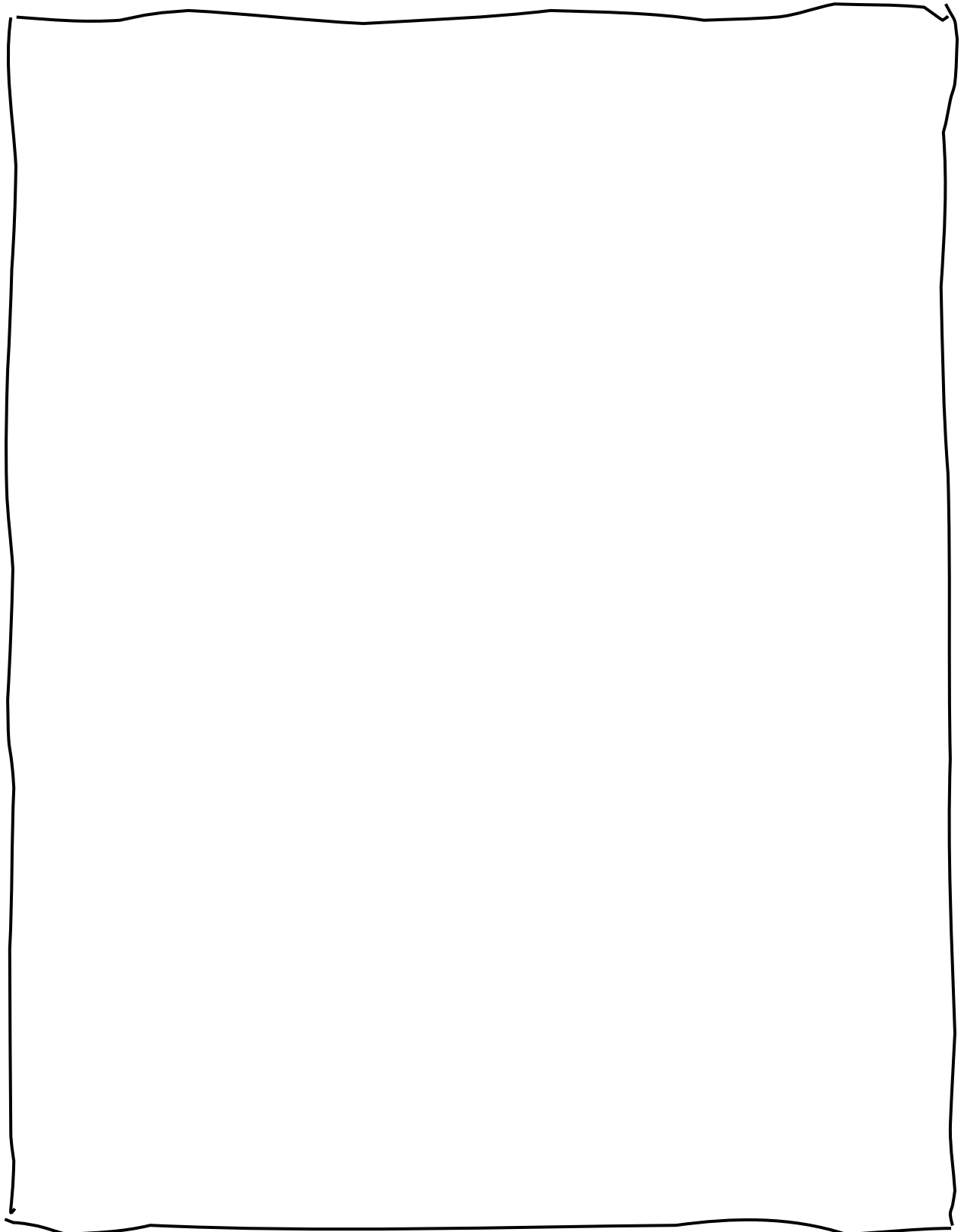
As I have changed jobs, I shall be leaving Folkestone.

I am sure you will find that the flat is in the same excellent condition as when I came here. Please do not hesitate to do an inventory. You can telephone me at 01303 785 203.



Write this letter on the following page.

Write the letter here.



Write the letter here.

29 November 2007

*20, Manor Park
Folkestone
Kent CT20 3PR*

*Mr Philip Thomas
24, Mozart Avenue
Hythe
Kent CT 21 3SR*

Cancellation of lease

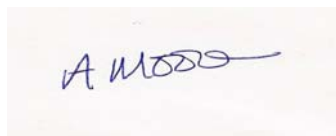
Dear Mr Thomas,

As I have changed jobs, I shall be leaving Folkestone. For this reason, I am obliged to cancel the lease to my flat. The lease runs until May 2008.

I have very much enjoyed my time in this flat. Similarly, I have appreciated our excellent relations.

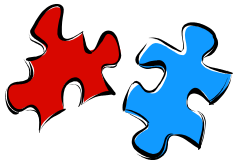
I am sure you will find that the flat is in the same excellent condition as when I came here. Please do not hesitate to do an inventory. You can telephone me at 01303 785 203.

Yours sincerely,

A rectangular box containing a handwritten signature in blue ink that reads "A Moore".

Andrew Moore

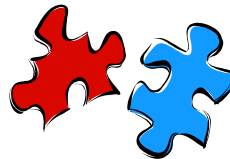
Here you can see the different parts of a letter.



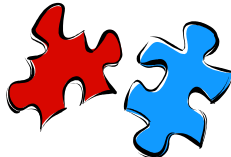
Yours faithfully.

*Personnel Manager
MASTOC Supermarket
Westwood Industrial Zone
High Wycombe*

I did two placements while I was at school. The first was in a clothes shop (2 weeks). The second was in a small supermarket in High Wycombe (2 weeks).

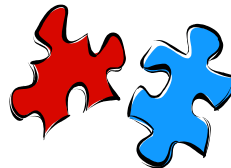


15 July 2007

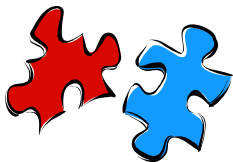


I would be happy to come for an interview. I am available immediately. I look forward to hearing from you.

Marie Da Silva



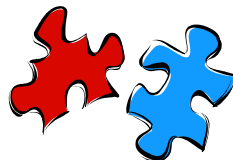
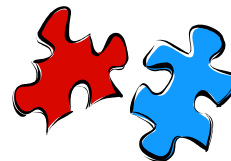
Dear Sir or Madam,



As I have now finished school, I am looking for a job. A position as checkout attendant would suit me perfectly. My results in mathematics have always been very good.

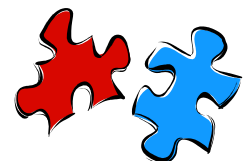
Subject: job application

*Marie Da Silva
3, Thames Road
High Wycombe
Tel. 01215 392 295*



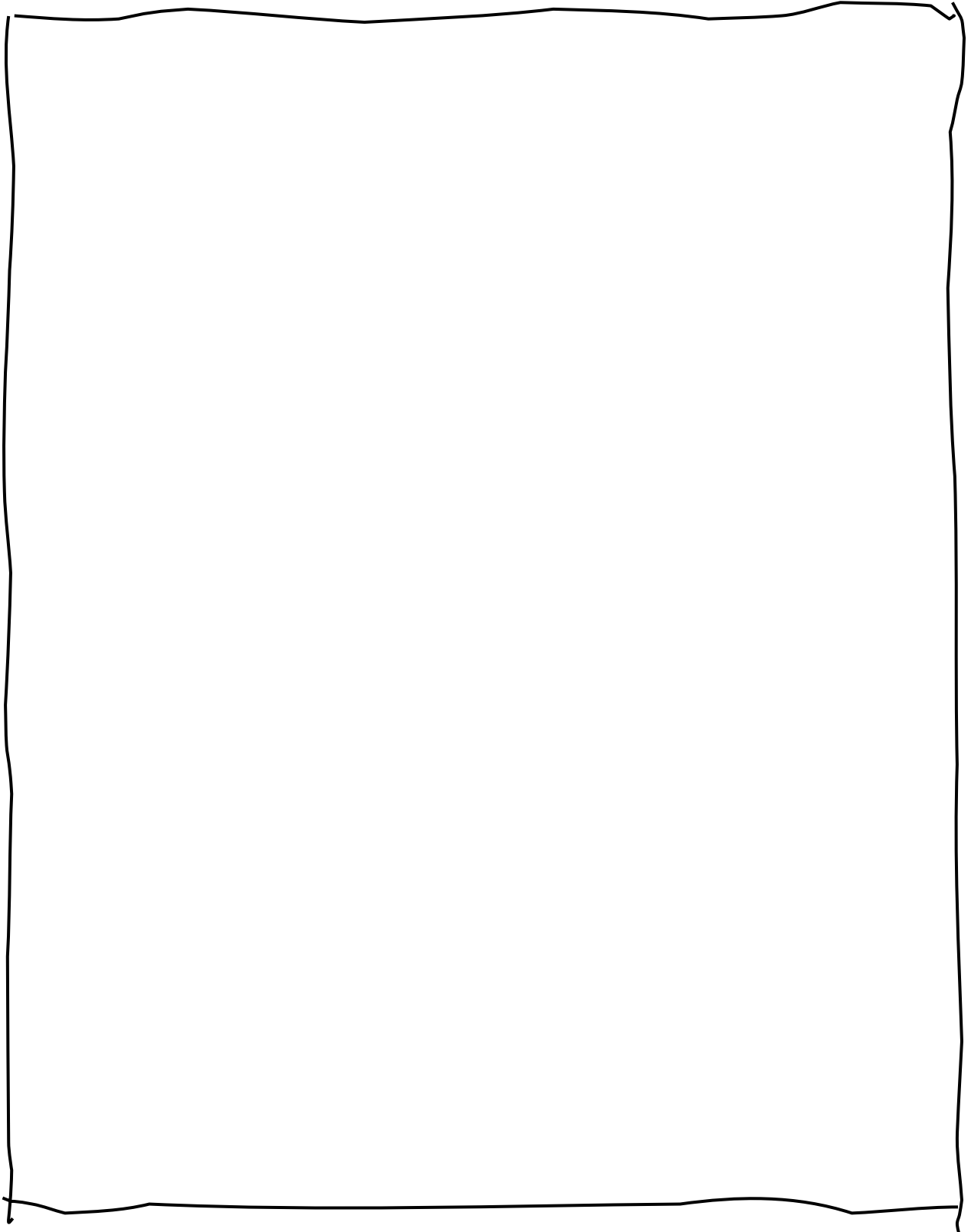
The managers always appreciated my work. I am punctual, honest and meticulous. I have good contact with people.

*Enclosure:
- curriculum vitae*



Write this letter on the next page.

Write the letter here.



Write the letter here.

*Marie Da Silva
3, Thames Road
High Wycombe
Tel. 01215 392 295*

15 July 2007

*Personnel Manager
MASTOC Supermarket
Westwood Industrial Zone
High Wycombe*

Subject: job application

Dear Sir or Madam,

As I have now finished school, I am looking for a job. A position as checkout attendant would suit me perfectly. My results in mathematics have always been very good. I did two placements while I was at school. The first was in a clothes shop (2 weeks). The second was in a small supermarket in High Wycombe (2 weeks). The managers always appreciated my work. I am punctual, honest and meticulous. I have good contact with people.

I would be happy to come for an interview. I am available immediately. I look forward to hearing from you.

Yours faithfully.



Marie Da Silva

*Enclosure:
- curriculum vitae*

A curriculum vitae contains a lot of information.
Place the words on the right in the table.



Personal data

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Training and education

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Professional experience

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Skills

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Information

(in alphabetical order)

- Address
- Aim of the course
- Dates from ... to ...
- Use several times if necessary
- Date of birth
- Diploma or certificate obtained
- Driving license
- Email address
- Employer(s) or tutor(s) in company
 - employer's name
 - employer's address
 - position occupied
- Full name
- Languages spoken
(indicate level for written and oral)
- Mobile phone no.
- Mother tongue
- Name of school or training centre
- Nationality
- Place of birth
- Tasks
- Telephone no.

A curriculum vitae contains a lot of information.
Place the words on the right in the table.



Personal data

- ◆ Full name _____
- ◆ Date of birth _____
- ◆ Place of birth _____
- ◆ Nationality _____
- ◆ Address _____
- ◆ Telephone number _____
- ◆ Mobile number _____
- ◆ Email address _____

Training and education

- ◆ Name of school or training centre _____
- ◆ Aim of the course _____
- ◆ Diploma or certificate obtained _____
- ◆ _____
- ◆ _____

Professional experience

- ◆ Employer(s) or tutor(s) in company _____
- employer's name _____
- employer's address _____
- position occupied _____
- ◆ Dates from... to...use several times if necessary _____
- ◆ Tasks _____

Skills

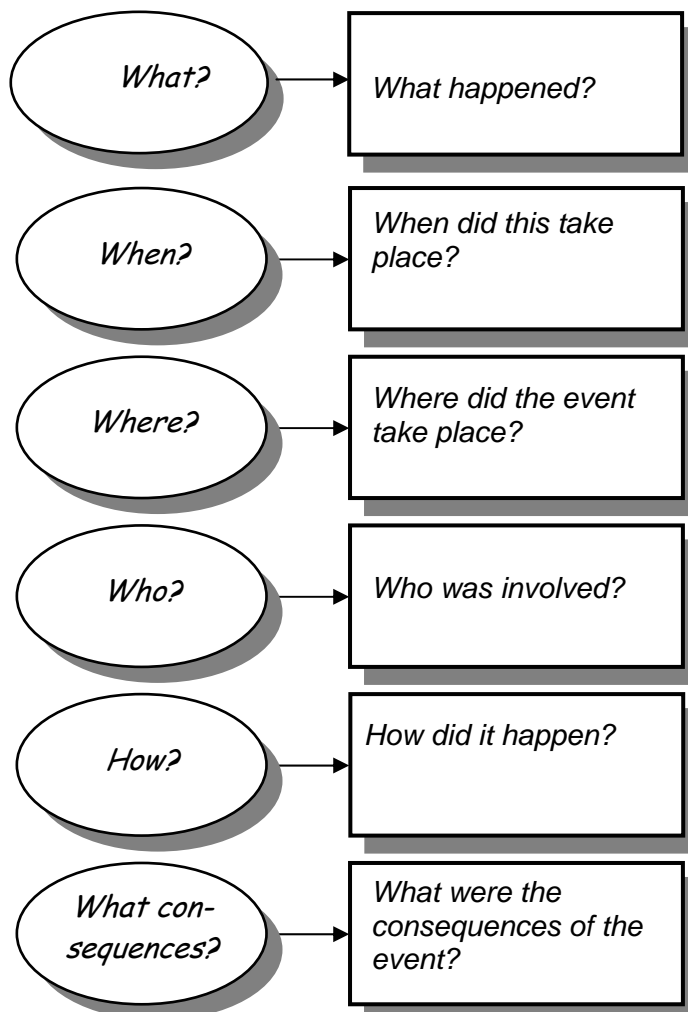
- ◆ Mother tongue _____
- ◆ Languages spoken _____
- indicate level for oral and written _____
- ◆ Driving license _____
- ◆ _____
- ◆ _____

Information

(in alphabetical order)

- Address
- Aim of the course
- Dates from ... to ...
- Use several times if necessary
- Date of birth
- Diploma or certificate obtained
- Driving license
- Email address
- Employer(s) or tutor(s) in company
- employer's name
- employer's address
- position occupied
- Full name
- Languages spoken
- (indicate level for oral and written)
- Mobile number
- Mother tongue
- Name of school or training centre
- Nationality
- Place of birth
- Telephone number

Information can often answer standard questions.



***A wet night for the Berlin
fire brigade***

Continuous rain flooded streets and cellars. Traffic was disrupted.

BERLIN. Yesterday, torrential rain hit Berlin. Firemen worked all through the night. In some areas, cellars were flooded. Also some underground station entrances and underpasses. Some areas were inaccessible. Traffic jams paralysed the city. A building site pit was flooded. A cement mixer was drowned under a metre of water. Next to this, there was an ancient 8-floor block of flats. The water had infiltrated the foundations. The building was threatening to collapse. At 11pm, the firemen had to evacuate all the tenants.

Go to the next page.

Give the answers to the questions.

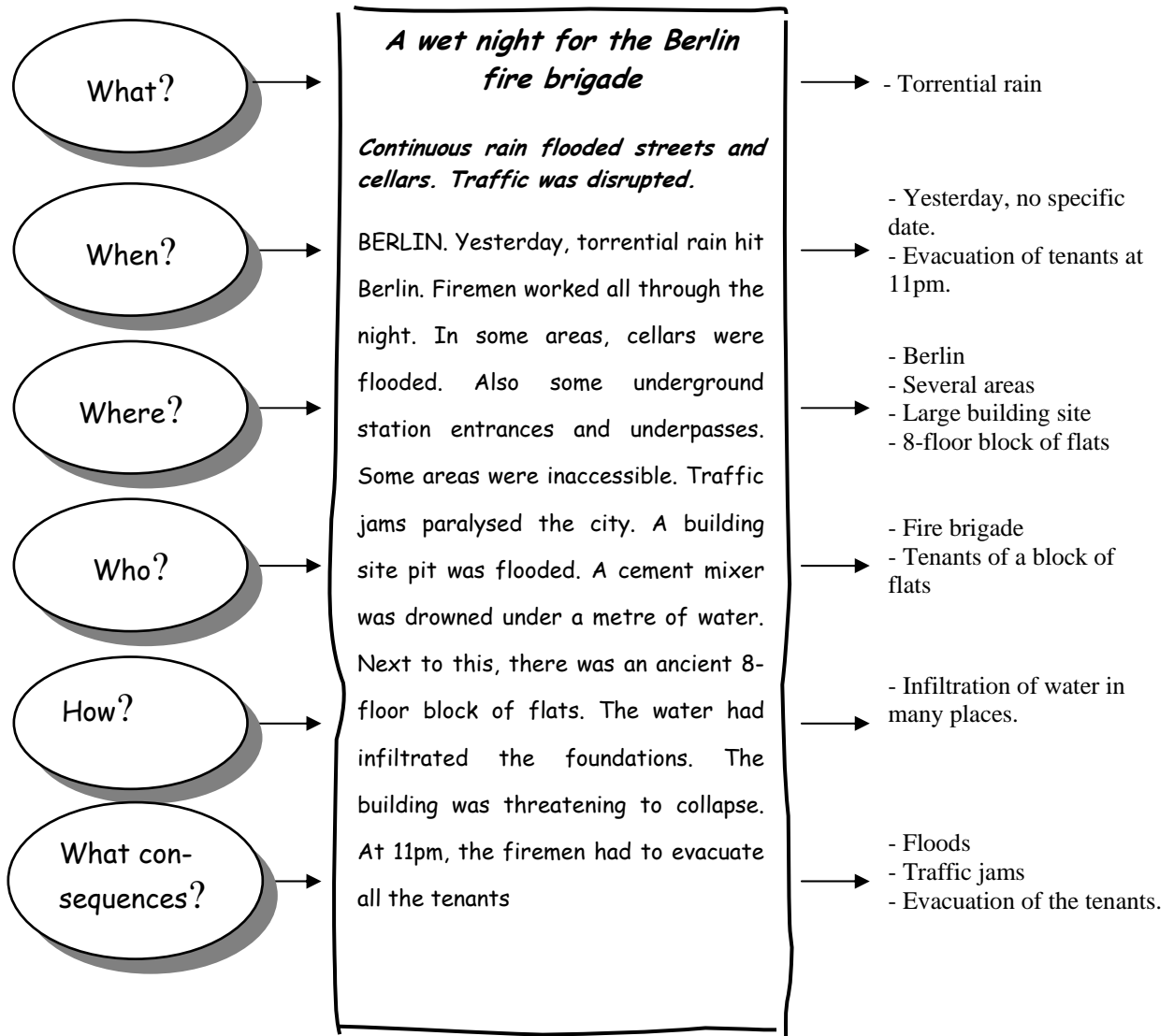
A wet night for the Berlin fire brigade

Continuous rain flooded streets and cellars. Traffic was disrupted.

BERLIN. Yesterday, torrential rain hit Berlin. Firemen worked all through the night. In some areas, cellars were flooded. Also some underground station entrances and underpasses. Some areas were inaccessible. Traffic jams paralysed the city. A building site pit was flooded. A cement mixer was drowned under a metre of water. Next to this, there was an ancient 8-floor block of flats. The water had infiltrated the foundations. The building was threatening to collapse. At 11pm, the firemen had to evacuate all the tenants.

Go to the next page.

Answer the questions.



Go to the next page.

*Take the model of the newspaper article. Write another text.
You will describe another intervention by the fire brigade.*

You can use the following pattern to construct your sentences:

Expression of time

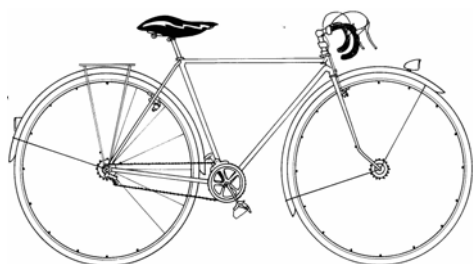
Subject

Verb

Object.

Yesterday, the fire brigade were called out four times. There were forest fires. One of them was very close to the town. It spread rapidly. It took the firemen 5 hours to put it out. The other fires were caught early. They were easily contained. The fires were almost certainly of criminal origin. Luckily, no one was hurt.

Yesterday, Alex Schmidt's bicycle was stolen. Alex went to notify the police.
This is what he said.



Today, at about 6pm I left my bike outside my door: 16, Lansdowne Street. The bike was brand new. My parents had given it to me for my birthday. That was April 20th. I was really pleased. The bike was a Velotex. it was metallic blue.

Anyway, at 7 o'clock this evening I went out. My bike was no longer outside my door.

But I had used my chain and lock. It was chained to the lamppost. So I had to take the bus. I got home at 8 o'clock. And I came straight to the police station to inform the police of the theft. Oh, I nearly forgot! Half an hour after I got back, at about 6.30, I had a cup of coffee. I was holding my cup and looking out of the window for a moment. The weather was fine. I saw this guy come up to my block of flats. I didn't know him. It might have been him that took my bike.

April 20 2008
Liverpool Police Station

Go to the next page.

*Now take the role of the policeman.
You have to fill in this declaration of theft.*

Declaration of theft

Name and address of victim:

.....
.....
.....

Description of object(s) stolen:

.....
.....
.....

Date, time and place of theft:

.....
.....
.....

Circumstances of the theft:

.....
.....
.....

Precautions taken to prevent theft:

.....
.....
.....

Possible suspect(s):

.....
.....
.....

Show your work to the teacher.

*You are Alex. Rewrite this statement.
Give only the information that is important for the police.*

At 6pm this evening, I left my bike outside my door: 16, Lansdowne Street. The bike was brand new. It was a Velotex. It was metallic blue.

At 7 this evening, I came out of the house. My bike was no longer by the door. And yet I had chained it to a lamppost.

At about 6.30, I looked out of the window for a moment. I saw a man come up to my block of flats. I didn't know him. Maybe he is the person who took my bike.

*Now take the role of the policeman.
You have to fill in this declaration of theft.*

Declaration of theft

Name and address of victim:

Alex Schmidt
16, Lansdowne Street
Liverpool

Description of object(s) stolen:

New Velotex bicycle
Metallic blue

.....

Date, time and place of theft:

20 April between 6 and 7pm
16, Lansdowne Street
Liverpool

Circumstances of the theft:

Bike left outside victim's block of flats.

.....

.....

Precautions taken to prevent theft:

Bicycle chained to a lamppost.

.....

.....

Possible suspect(s):

Unidentified man, seen at 6.30pm by the victim (from the window of his flat)

.....

.....