

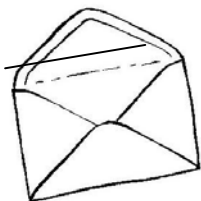
<i>900 exercises in vocational communication</i>	Notes for teachers	D3/11
<i>General aim</i>	D: MAKE A WRITTEN MESSAGE	
<i>Level of difficulty</i>	3	
<i>Intermediate aim</i>	1: Produce a written message	
<i>Operational aim</i>	1: Give instructions in writing	
<i>Pre-requirements</i>	Ability to write well-structured sentences	
<i>Number of exercises</i>	6	
<i>Summing-up exercise</i>	D3/11-1.6	
<i>Comments</i>		

To give instructions in writing, you must:

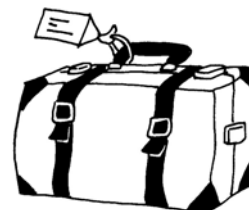
- proceed in the right order
- set out clearly the order in which the different actions are to be carried out
- not forget anything
- be clear and precise

You are going on holiday for a month. You ask your cousin, who lives in the same block of flats, to send your post on to you while you are away.

Write down what you want her to do so that she has no difficulty understanding.



Write your instructions here.



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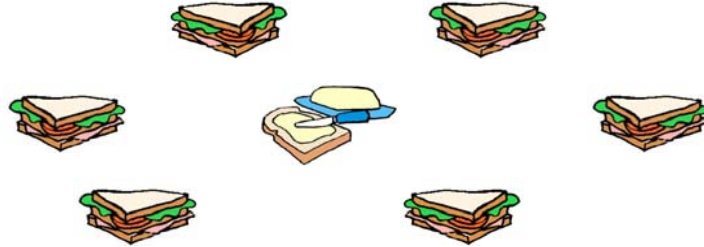
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SHOW YOUR WORK TO THE TEACHER



You have to go out on an urgent errand and you have guest this evening. Leave written instructions to your sister, who does not like cooking, to prepare an assortment of sandwiches and a simple dessert.

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SHOW YOUR WORK TO THE TEACHER



Choose a game that you know well (card game, board game, game of skill, etc.)

You want to tell some friends or some children how to play.

You are going to write the rules of the game so that they can play it without you.

You can draw a diagram or a picture if that helps you to get them to understand your instructions.

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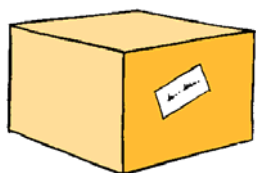
SHOW YOUR WORK TO THE TEACHER

Exercise

Eval.:

A friend of yours from out of town, or abroad, is staying with you for a few days. He does not know the area and it's the first time he has had to send a parcel by post.

Give him written instructions and include a detailed map of your area to help him get to the post office.



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SHOW YOUR WORK TO THE TEACHER



Your brother-in-law, who works in the building trade, offers to do some home-improvement work that you have been wanting to have done.

For practical reasons, he will do the work while you are away.

Make him a plan of your flat/house to help him understand exactly what you want done. Explain also in writing what you want him to do.

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SHOW YOUR WORK TO THE TEACHER

Summing-up exercise

Your grandfather is spending the evening in your home while you are out. You do not want him to be bored. So you suggest that he uses one of your machines (DVD, television, video-recorder, stereo or any other one you choose). Write him a clear and precise note so that he can use the machine with ease.



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SHOW YOUR WORK TO THE TEACHER