

Reading Part 1 Activity 3

Mixed messages

Warm up

- If you have access to realia in English (authentic functional texts), take in some examples for students to look at and discuss. They could include: a form, some packaging, a timetable, a leaflet (e.g. junk mail), a student ID card, a sticker, a supermarket shopping bill.
- Alternatively, ask students to give examples of types of short text they might read, and possibly write, in everyday life for information and communication. This should elicit some of the following: emails, letters, street signs, notices, advertisements, timetables, recipes, instructions (e.g. with product), post-it notes, postcards, birthday cards, menus. Write suggestions on the board until there is a fairly comprehensive list.

Main activities

Students can do some of these activities in pairs or small groups.

- 1** Give out the activity sheets.

If you have done the **Warm up** activity on different short text types, students should understand the categories listed here and be able to match them to the texts. You may want to explain some of the vocabulary before or after the task, for example: *allergies, nuts, time off, current, Human Resources, to schedule, to 'make' a time or an appointment, to be 'into' different hobbies or interests, jewellery, follow-up, unemployment, the 'gang'*.

Answers

1 E 2 A 3 B 4 F 5 D 6 C

- 2** Make sure students know they have to find the one correct statement for each message.

Answers

Correct statements: 1 F 2 C 3 E 4 D 10 A
12 B

Incorrect statements: 5 6 7 8 9 11

- 3** When students have written their messages, ask some of them to read them out to the class.

- 4** Students choose **one** of the two replies to write. Make sure they understand the scenario.

Model answers

Hello Tommy,
 Thanks for your message about the extra practice. Unfortunately, I can't come on Thursday evening because I'm going to watch my brother take part in a swimming competition. But I'd still like to play against Burwater on Saturday. It's true they are good, but I think we can beat them!
 Cheers,
 Karl

Karen,
 Thanks for returning the DVD. I'm glad you liked it. Thanks for the suggestion, but actually I've already seen *Greased Lightning*. It's great, so you should go and see it.
 I know you like dance – the National Ballet Company are coming to the Arts Centre on May 17th. Would you like to go? I could book tickets for us both. Let me know.
 All the best,
 Mike

Follow up

Emailing Dracula

Each student chooses to be a famous historical figure or fictitious character. Students then form pairs. They write messages to each other *in character*. The message can be a request, invitation, apology, etc. They should reply, in character, with another written message. Continue like this, depending on the time available.
 In pairs, students read out their 'correspondence'. The class votes on which is the funniest message.

EXAM PART

Reading Part 1

EXAM SKILLS

Understanding short messages

TOPIC

Notes and messages

TIME

50 minutes

KEY LANGUAGE

Mixed functions, e.g. inviting and responding to invitations, making arrangements, requests

PREPARATION

One photocopy of the activity page for each student

Some realia (see **Warm up**)

Small strips of paper (see exercise 3)

Reading Part 1 Activity 3

Mixed messages

1 Read the messages A–F. Match each message with one of the following descriptions.

- 1 A request for advice/suggestions
- 2 A notice on a restaurant menu
- 3 A message about a phone call
- 4 A note left with an object which is being returned to someone
- 5 An email sent to several different people
- 6 An announcement on a staff noticeboard at work

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A ALLERGIES: Customers who are concerned about nuts in our food are welcome to ask a member of staff for advice when choosing their meal.

B Tina,
 Emma phoned. She can't meet you on Tuesday evening. Wednesday would be OK, Thursday too, but only after 9 pm.
 Sally

C PLEASE NOTE: AS FROM NEXT JANUARY ALL STAFF WILL BE REQUIRED TO HAVE A CERTIFICATE IN FIRST AID. TIME OFF WILL BE GIVEN TO ATTEND A TWO-DAY TRAINING COURSE. IF YOU DO NOT HAVE A CURRENT FIRST AID CERTIFICATE, PLEASE SEE JAN MARKS IN HUMAN RESOURCES TO ARRANGE TRAINING.

D Message: To all team members

From: Tommy@training.co.uk

As Saturday's match against Burwater is going to be a difficult one, I think we should schedule an extra practice this week. I suggest Thursday evening at 6.30 at the sports ground. Could you let me know if you can't make this time – otherwise I'll see you there.

E Hannah,

It's nice of your sister to invite me to her birthday party. I'd like to buy her a present. You're very close to her – what kinds of things is she into? Does she like reading? Or would she prefer a CD, or maybe a T-shirt, or some jewellery? Could you give me some ideas, please, as soon as possible? Thanks.

Rick

F Mike,

Sorry it's taken me so long to return this DVD. I really enjoyed watching it. Have you seen the follow-up, 'Greased Lightning', which is on at the moment? I've heard it's really good. If you haven't, maybe we could go together?

Karen

2 Here is a list of statements about the six messages. They are in a different order from the messages. There are two statements for each message, but only one of them is correct for each message. Find the correct statement and write the letter next to the appropriate message.

- 1 Karen hasn't seen *Greased Lightning* yet. ☐ F
- 2 Staff can do a training course during work time. ☐
- 3 Rick is asking Hannah for advice. ☐
- 4 Tommy is sending the same message to all the players. ☐
- 5 Mike borrowed a DVD from Karen. ☐
- 6 There are no nuts in the food at this restaurant. ☐
- 7 Sally can't meet Tina on Tuesday evening. ☐
- 8 The players must email Tommy if they intend to come to the extra practice. ☐
- 9 All staff have done a First Aid training course. ☐
- 10 If you are worried you can ask the waiter's advice. ☐
- 11 Hannah's sister prefers music to reading. ☐
- 12 Emma is not free early on Thursday evening. ☐

3 Work in pairs. Each of you should choose one of the messages A–F in exercise 1. On a small piece of paper, write two sentences about the message you have chosen, one correct and one incorrect. Give the paper to your partner, who must:

- find which message it refers to
- decide which of your sentences is correct.

4 Write an email message to Tommy (text D) to tell him that you won't be able to come to the extra training. Apologise, and explain that you would still like to play in the match against Burwater.

OR

You are Mike (text F). Write your reply to Karen. Thank her for returning the DVD. Explain that you have already seen the film *Greased Lightning*, which you enjoyed very much. You know that Karen likes dance, so suggest a trip to see the National Ballet Company on May 17th.