



# B & D Publishing

for photocopiable resources

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## CERTIFICATE OF ACHIEVEMENT IN ENGLISH

This resource pack was originally produced to meet the specific criteria for a **National (UK) Entry Level Award in English**. It is still widely used by pupils in the UK working towards this qualification. It covers a wide range of communication skills in English. The pack provides teaching resources for the following categories:

### **The World of Work**

Thinking about a job; looking for a job; "situations vacant", the letter of application; the application form; finding staff; interviews; reference skills - telephone, timetables; symbols at work; the "dream" job; work experience.

### **Media Studies**

Television soaps; the News; Headlines; role play - game shows, TV News, TV Commercials; teenage magazines; advertisements; an evening's entertainment; film.

### **Drama**

The story; character, role play, programmes, reviews.

### **Information**

"Sally's flat"; a school trip; writing a report

### **Leisure**

Leisure activities; facilities; leisure survey

### **Reading for Pleasure**

From a Railway Carriage; Jabberwocky; Poetry Please; Stories

### **Story telling**

Planning stories

### **Legends & Mysteries**

Legendary characters

### **Shopping**

At the supermarket; buying clothes; a shopping trip

### **Home & School**

My school; Home and school

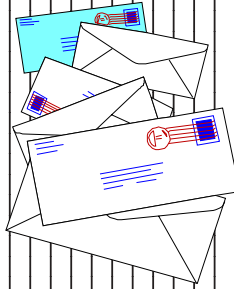
**The pack is photocopiable within the purchasing establishment. It contains 52 worksheets and costs £21.**

**CERTIFICATE OF ACHIEVEMENT IN ENGLISH** [ISBN 978 1 900085 41 0]

from  
**SCHOOL**

**£21 plus £3 p&p**

## Writing the letter



### point 1

YOUR address

42 West Street  
Albany  
Manchester  
M24

23 August 2006

### point 2

the address of the firm  
you are writing to

Personnel Officer  
G S Wright Ltd.  
Gorton  
Manchester.

Dear Sir or Madam,

I would like to apply for the job in your repair department. I saw the post advertised in the "Manchester Evening News" on Friday, 22nd August.

I am at present a pupil at Alton High School.

I have a good school record.

I worked in an electrical repair department during my Work Experience fortnight and thoroughly enjoyed the work.

Yours faithfully,

Robert Evans

Robert Evans

Write a letter to the firm you have chosen applying for a job.

Look carefully at the sample letter given on this page.

Work out your own letter in rough.

Make sure that you have put the addresses in the correct places.

Make sure that you have included the date.

Write in paragraphs.

Put one or two personal details into your letter.

**CHECK ALL SPELLINGS VERY CAREFULLY.**

When you are completely satisfied with your letter make a neat copy.

# Symbols at work

When you go to work you will come across a lot of signs that give information or instructions, such as signs for the toilets, dangerous substances, way out, etc.

Here are eight signs, some of which you may see at work. Write a sentence about each sign explaining what the sign means.

**A**



**B**



**C**



**D**



**E**



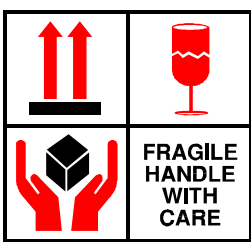
**F**



**G**



**H**



A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

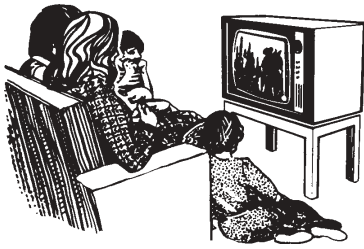
D \_\_\_\_\_

E \_\_\_\_\_

F \_\_\_\_\_

G \_\_\_\_\_

H \_\_\_\_\_



# An Evening's Entertainment

**For this lesson you will need the radio and television listings for one evening.**

## *Working in small groups*

You are going to plan an evening's viewing and listening for a particular age group.

1. Decide on the age group you are planning for. Choose from one of these three options:
  - a junior school child (8-11)
  - a teenager
  - a retired couple
2. Read through the television and radio listings. Discuss the programmes and pick out any programmes you think they would like.
3. After discussion make out a timetable for the evening's entertainment.

### ***An evening's viewing and listening for***

<i>TIME</i>	<i>PROGRAMME</i>	<i>TV Channel</i>	<i>RADIO</i>

## Section A

### Discussion

Work in a small group.

Imagine that you are all part of the same family making up the shopping list for the supermarket. Talk about what the family needs and what each member of the family likes to eat.

Decide what you need to buy.

Decide what you would like to buy.

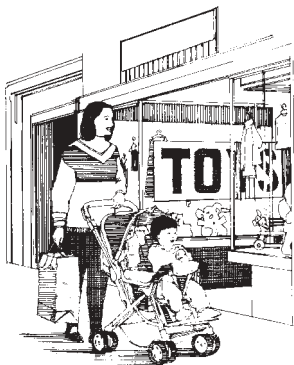


## Section B

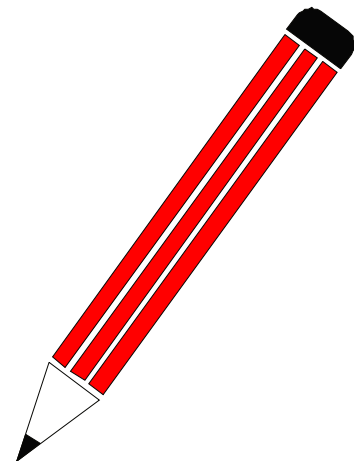
Make out your shopping list.

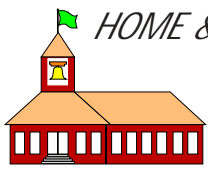
Try to arrange your list in a useful way

You may want to give your self headings, like drinks, bread and cakes, meats, fruit etc.



## Shopping





HOME & SCHOOL 2



MAKING  
A MAP

# My School

## LOCATION

Draw a simple sketch map showing the positions of your school and your home.

Mark on your map the most important places in the area between your home and school.

Try to give some idea of distance.

You could put this kind of information on your sketch map:

school  
home  
friend's house  
main roads  
bus routes  
shopping areas  
churches  
parks / playing fields  
factories  
river / canal  
places of interest

## SYMBOLS

You may need to invent simple symbols to show places on your map.

Symbols for schools, churches, police station etc would be useful.

If you use symbols you will need to provide a key.

## MAP SHOWING POSITION OF MY SCHOOL