

Self-employed Unit 2 Laura – Section 3

Activities/worksheets**Reading****Before you read!**

When Laura gets to work to do her cleaning job she finds a note from her clients. You are going to read the handwritten note. Notes are written quickly and sometimes the handwriting is not clear. When the handwriting is not clear it is a good idea to try to predict what the word could be.

For example:

In the first line of the note, Laura's clients wrote:

'Really s _____ about mess in kitchen.' The word beginning with 's' is written quickly, so the letters are not clear. What do you think the word beginning with 's' could be? There could be four or five letters in the word. Is it an important word?

The missing word is 'sorry'. It doesn't matter if you can't read this word properly. The word is not important in the note.

What do you think is in the note? Do you think Laura's employers are writing about the weather? Are they writing about a film they watched? No of course not. The note gives instructions.

It is a good idea to think about cleaning vocabulary. These could be the names of rooms in a house or cleaning materials and equipment. Write a list of all the words you know about cleaning. You can write these in your own language and then use your dictionary to find the English meanings. This will help you learn new words.

When people write notes, some words are missing.

For example:

'Really sorry about mess in kitchen.'

If you fill in the missing words, this sentence will be:

'We're really sorry about the mess in the kitchen.'

For a note, it is OK to have missing words.

Can you think of any notes you write? Do you send text messages on your mobile phone? Do you write all the words in your text messages? Most people do not. When people write notes or send text messages, they use important words so the message is short and easy to understand.



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Worksheet 2f : Note writing/page 1

Which is the best one for a note?

1.

a. Hello Laura, We're really sorry about the mess in the kitchen. Neil's family visited last night.

b. Hello Laura, Really sorry about mess in kitchen. Neil's family round last night.

c. Hello Laura, We're really sorry about the mess in the kitchen. Neil's family came round last night.

2.

a. We didn't have time to clear up. We've got people visiting tonight as well, so please will you clean the patio?

b. We didn't have time to clear up. I'm afraid we've got people coming round tonight as well, so please will you clean the patio?

c. Didn't have time to clear up. We've got people tonight as well, so please will you clean the patio?

3.

a. Jet washer in shed in a box by the door. Its manual is in the box as well.

b. The jet washer is in a box in the shed by the door. Its manual is in the box as well.

c. The jet washer is in the shed in a box by the door. There is a manual in the box as well.

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Worksheet 2f : Note writing/page 2

4.

a. I hope it's easy to read and that you understand it.

b. I hope it's easy for you to read and that you understand it.

c. Hope it's easy to read and you understand.

5.

a. I haven't used it before but Neil says the jet washer's easy. Neil says it's best to use the low pressure setting.

b. Haven't used before but Neil says it's easy. Neil says it's best to use low pressure setting.

c. I haven't used the jet washer before but Neil says it's easy to use. Neil says to use the low pressure setting is best.

6.

a. The patio was cleaned a couple of months ago and so it is not too dirty! The detergent is on the shelf in the shed.

b. Patio was cleaned a couple of months ago so it is not too dirty! The detergent is on the shelf in the shed.

c. Patio was cleaned couple of months ago so not too dirty! Detergent's on shelf in shed.



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The note

When Laura gets to her cleaning job, she finds a note from her clients.

Please look at the handwritten note and compare your answers to **worksheet 2f/note writing** to the words used in the note

Hello Laura,
Really sorry about mess in kitchen. Neil's family round last night. Didn't have time to clear up. We've got people tonight as well, so please will you clear the patio? Jet washer in shed in a box by the door. Its manual is in the box as well. Hope its easy to read and you understand. Haven't used before but Neil says its easy. Neil says its best to use low pressure setting. Patio was cleaned couple of months ago so not too dirty! Detergents on shelf in shed. Oh, by the way, we're having a parcel delivered this morning. Please listen out and sign. New bleach in cupboard. Take it what's what you meant by leaving other bottle out yesterday? Anyway, Thanks a million! You needn't do bedrooms today. Think you'll be far too busy!
Katie & Neil.

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Worksheet 2g: Giving instructions

What does the note tell Laura to do? Can you find the three instructions in the note?

1. Which of the sentences below give the first set of instructions to Laura?
 - a. Really sorry about mess in kitchen.
 - b. Didn't have time to clear up.
 - c. We've got people tonight as well, so please will you clean the patio?

2. Which of the sentences below gives the second set of instructions to Laura?
 - a. Oh, by the way, we're having a parcel delivered this morning. Please listen out and sign.
 - b. Detergent's on shelf in shed.
 - c. Haven't used before but Neil says it's easy.

3. Which of the sentences below gives the third set of instructions to Laura?
 - a. New bleach in cupboard.
 - b. Anyway, thanks a million!
 - c. You needn't do bedrooms today.



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Worksheet 2h: Phrases and words

Some groups of words can have a different meaning when they are said together and it is better to learn these groups of words. For example: the handwritten note to Laura says 'Neil's family round last night.' What does 'round' mean? Does it mean a circle? No, it is from a phrasal verb 'come round' or 'come around'. It means 'to visit'.

Look at the handwritten note to Laura and then please fill in the gaps with the words below. They have similar meanings to the phrases used in the note.

think that's why you left the	visiting
incidentally	visited
tidy up	also
	listen carefully for the door bell to ring

1. Neil's family _____ last night.
2. We didn't have time to _____ .
3. We've got people _____ tonight as well, so please will you clean the patio?
4. The jet washer is in the shed in a box by the door. Its manual is in the box _____ .
5. Oh, _____ , we're having a parcel delivered this morning.
6. Please _____ and sign for it.
7. There is some new bleach in the cupboard. I _____ other bottle out yesterday?



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Worksheet 2i: Apostrophes

Laura also notices some mistakes with apostrophes in the note. Please add the apostrophes then check your answers. There may be more than one apostrophe in each line.

1. Hello Laura, Really sorry about mess in kitchen. Neils family round last night.
2. Didnt have time to clear up. Weve got people tonight as well, so please will you clean the patio?
3. Jet washer in shed in a box by the door. Its manual is in the box as well. Hope its easy to read and you understand.
4. Havent used before but Neil says its easy.
5. Neil says its best to use low pressure setting.
6. Patio was cleaned couple of months ago so not too dirty! Detergents on shelf in shed.
7. Oh, by the way, were having a parcel delivered this morning. Please listen out and sign.
8. New bleach in cupboard. Take it thats what you meant by leaving other bottle out yesterday?
9. Anyway, thanks a million! You neednt do bedrooms today. Think youll be far too busy!
Katie and Neil.

