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ABSTRACT

This document incorporates source materials from local and regional newspapers from different parts of the United Kingdom into learning activities to develop literacy skills. The activities are organized into seven sections as follows: local newspapers (types of local newspapers, regular and special features, columns and blocks, and reading the newspaper); classified ads (using the classified ads, commonly used abbreviations, family notices, and writing and placing advertisements); jobs (understanding key points of job advertisements, assessing one's skills, finding jobs, requesting application forms, and advertising oneself); understanding and responding to special offers; special information (historical information, photographs, community information, and writing to newspapers); extending your skills (understanding headlines, types of news, understanding new words, and horoscopes); and using the newspaper for reference (television listings, weather information, and telephone lines). The document has been developed in an open learning format and may be used for assignments, development of skimming and scanning skills, individual study, and development of indexing skills. Throughout the document, tasks are linked to communication and numeracy competencies. (MN)

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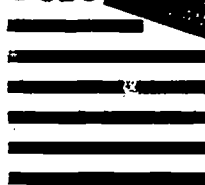
BETWEEN THE LINES

A BASIC SKILLS NEWSPAPER PACK

SECTION 1 LOCAL NEWSPAPERS



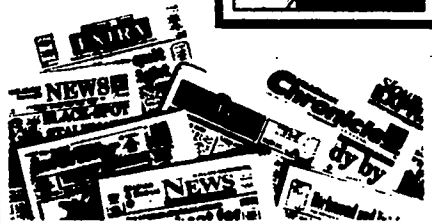
SECTION 3 JOBS



SECTION 5 DID YOU KNOW?



YOUR LETTERS



IMAGINATIVE CHEF

for publication in *Source Grid*.
Please let Mrs. March on
page 20000.

AQUARIUS 21 Jan to 19 Feb

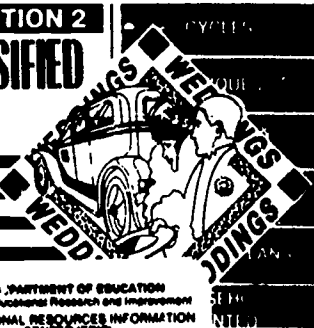


SECTION 6 EXTENDING YOUR SKILLS

CAPRICORN 23 Dec to 20 Jan



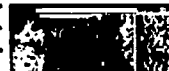
SECTION 2 CLASSIFIED ADS



SECTION 4 SPECIAL OFFERS



SECTION 7 USING THE NEWSPAPER FOR REFERENCE



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TO THE EDUCATIONAL RESOURCES

BETWEEN THE Lines

A BASIC SKILLS NEWSPAPER PACK

Acknowledgements

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How to use this pack

Between the Lines is an open learning pack that will help you to get the most out of reading your local newspapers. The seven sections look at a different part of the newspaper and the information that they give. You can look first at the sections that interest you, and then work on the rest of the pack.

The signposts help you with the tasks. The bar at the bottom of each page tells you which unit and elements of Wordpower and Numberpower can be achieved, if you follow the tasks on that page. If you are using newspapers as a theme to improve your basic skills, this pack will help you to gather the evidence you need for Wordpower and Numberpower.

It will help you to have copies of *your* local newspaper with you as you work through the pack.

Key

In this pack there are signposts on every page.

They will help you with the tasks.

Here are the signposts and what they mean:



write



read or look



information



talk to a tutor



skills



go to another task for further practise or help.

SECTION 1



Which local newspaper?



Use these tasks to:

- ▶ think about different newspapers
- ▶ help you to decide which to buy.



Each local newspaper has its own style.

For example:

Some newspapers use colour photographs.
Others use black and white.

Some are called tabloids.
Others are called broadsheets.

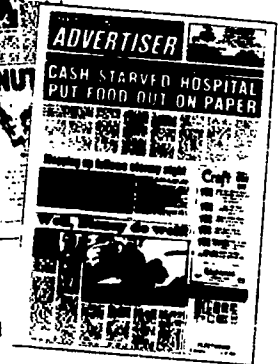
"Tabloid" and "broadsheet" are sizes of newsprint.

For example:

They also have different political opinions and views.



Broadsheet



Tabloid



Have a look at the newspapers for sale in your local newsagent.

Find the name of a local tabloid and a local broadsheet.

For example:

The Sun and Daily Mail are **national** tabloids.

The Guardian and The Times are **national** broadsheets.

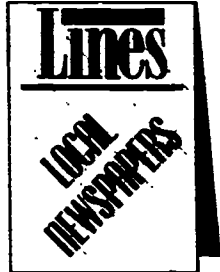


Write the names here:

a local tabloid is

a local broadsheet is

Which local newspaper?



**Talk to a tutor about the newspapers on sale in your area.
Buy a few examples to look at.
You may also get free ones delivered to your home.**

Some talking points:

- How many local newspapers are there?
- Do you always buy the same paper?
- If you don't buy a paper, why not?
- Which do you find easier to read – a tabloid or a broadsheet?
- Do you think newspapers are good value for money?
- Who do you think newspapers are written for?
- Which newspaper catches your eye?



Decide which local newspaper you are going to use.

Then use this pack to help you:

- get the most from your newspaper
- improve your reading and writing skills
- and practise some maths!

Try using a different newspaper from time to time. You will soon become confident with them all.

Beyond the front page



Use these tasks to:

- ▶ see what you already know about local newspapers
- ▶ find out what other people think about them.

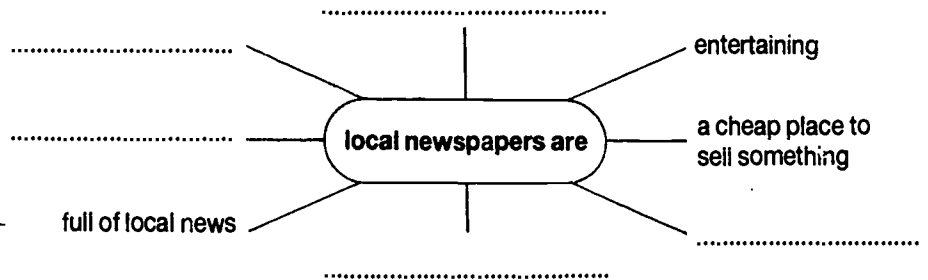


What do you already know about local newspapers?

Here are some ideas.



Add the things you've thought of:



Many people buy local newspapers. Why?

Ask 3 or 4 people why they buy a local newspaper.

Make a list of reasons. It may look like this one:

- to find out about local events
- to get the local news
- to read the sports pages
- to look for bargains
- to find out what's on T.V.
- to see what's on at the cinema



To get the most from your newspaper you have to know what's in it.

Try the tasks on pages 9 and 10 to help you find out.



There are hundreds of local newspapers in the UK. Your area may have more than one to choose from.

Try the tasks on pages 6 and 7 to help you choose a newspaper.

Finding your way around



Use these tasks to:

- ▶ help you understand what an index is
- ▶ find the index in your local newspaper
- ▶ look at different types of newspaper indexes.



Newspapers are full of information. It isn't always easy to find what you're looking for.

The index will help you find things quicker. It tells you which page to look at.

A newspaper index:

- lists all the main sections
- gives their page number.

Here is an example.

INDEX	
Talk of the Land	8
Living Cornwall	10
Letters	12 and 21
Just A Thought	12
Up Front	13
Fanfare	13
Weddings	15
Chess	16
Women's Institutes...	20
Obituaries	22
Sport	23 and 24
Property	c1
What's On	c25
Crossword	c26
TV	c26



Look at the front page of your newspaper. Find the index.

If you can't find it look for the clues that will help you. Sometimes the word index may not be used. Look out for "What's inside" and "Contents" instead.

Full index, page 2



Write down 3 sections that are included and their page number.

1. page
2. page
3. page

Finding your way around

Lines

LOCAL
NEWSPAPERS

Some newspapers use a different type of index.

For example:

Tonight

BT profits drop

PROFITS at BT, which had one of the biggest voluntary redundancy programmes in British industry, have plunged. The company, which last time rang up profits of about £97 a second, can now only manage £62 a second.
■ Full story — page 2



★ Mick Hucknall

What price CDs?

WHAT do you think CDs by stars like Mick Hucknall's Simply Red should cost?
■ Your views — page 6

This index has details about

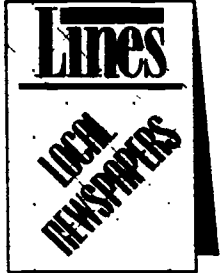
- the story
- the page number
- the headline for the story
- next week's special feature

Newspapers also use photographs in the index.

Why do you think they do this?

To practise using a newspaper index try the tasks on pages 11 and page 19

Which page?



Use these tasks to:

- ▶ practise using a newspaper
- ▶ get to know your newspaper.



If you're not sure what an index is try the tasks on page 9.



Use the index in your newspaper to find the following:

- weather report page
- T.V. guide page
- local news page
- sports page page
- family notices page
- letters page

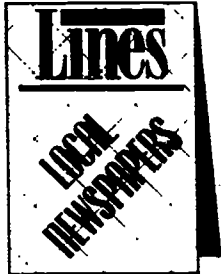
Check to see if they change page from day to day.



You will need to buy the newspaper everyday!

	<i>page</i>	<i>name of section</i>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Special features



Use these tasks to:

- ▶ understand what a special feature is
- ▶ find them in your local newspaper.



Some reports and sections do not appear in the newspaper every day.

These are called special features. They are special because they look at one topic in detail.

For example:

PROPERTY POST

could include

houses for sale
estate agents
mortgage details

Women's Post

could include

women in the news
women's health
women's fashion

Special features usually come out once a week.

Sometimes they are:

- a page in the newspaper
- a pull-out section.



Find out what the special features are in your local newspaper?

Fill in the details below:

<i>Special features</i>	<i>Day in newspaper</i>	<i>Page or pull-out</i>
for example: Women's Post	Wednesday	Pull-out



It may help to use the newspaper index. If you're not sure how to, try the tasks on page 9.

Columns and Blocks



Use these tasks to:

- ▶ get to know your local newspaper
- ▶ find out what a column is
- ▶ think about newspaper layout.

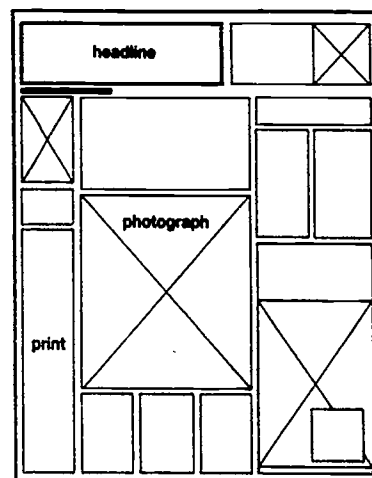


Newspaper pages are put together using a computer.

The stories on a page fit together in blocks. Like a jigsaw.

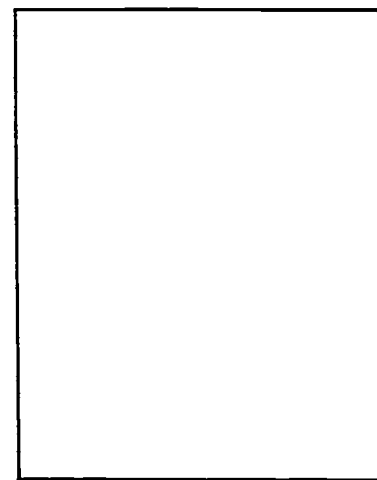
All the space is used. Words or photographs fill the pages. Charts, tables and graphs are also used.

Here is an example of a blocked page from a tabloid newspaper.



Have a look at the front page of your newspaper.

Draw a rough plan of how the stories and photographs fit together.



For practise reading newspapers. Try the tasks on pages 14 and 15.

Reading the newspaper

Lines

**LOCAL
NEWSPAPERS**



Use these tasks to:

- ▶ practise reading the newspaper
- ▶ feel more confident reading newspaper layout
- ▶ practise reading columns.



Reading a newspaper is not quite the same as reading a book.

When you read a book your eyes follow the words from left to right across the whole page. Nothing gets in the way.

When you read a newspaper the layout is different. You are reading small blocks or columns of print.

Photographs sometimes get in your way.

Wheel of Fortune

Paul shut the door behind him with a bang. He picked up his fishing gear and set off for the canal. It was time for some peace and quiet. Brenda hadn't stopped nagging him all week. He thought back to last Saturday. They'd set off for the TV studios in such a good mood. It was all going to be a laugh -- a bit of fun.

It was Brenda's idea about the quiz show, *Wheel of Fortune*. 'You'd be good on it,' she said. 'You always know the answers.' So he wrote in. He got a letter back after four weeks. He was going to be on it -- a live TV show! He found out that it wasn't so easy. It was hot under the studio lights. The game moved so fast -- it was a race between him and two others.

from
'Chillers 5' by
Iris Howden,
Hodder &
Stoughton/
ALBSU



Use your newspaper to:

- practise reading columns
- practise reading around photographs.



Don't forget when you get to the bottom of one column, move to the top of the next!

You'll soon get used to it.

Sometimes stories continue on another page.

Find a story that continues on a different page.

See how quickly you can find the rest of the story.

You may have to count the columns from the left.

LET'S forget the shameful article of Easter manager Alan Bell and those of his club's supporters who behaved like spiteful, dangerously mischievous brats the other night.

And why spoil the weekend wandering hour...
Midweek...
captain little...
Gelling...
one-time...
adversary of a...
certain Pakistani...
umpire...
managed to pick...
an argument...
with a game of glass after being...
run out at cricket's headquarters?



By MARK GABBY

Or why Australia's skipper Alan Border had to take it out on his

stumps after being bowled by Gus Fraser. The fact that all three might have had legitimate cause for complaint is neither here nor there. Bell certainly seemed ill-served by referee Bob Hemer, but that did not justify his ill-tempered reaction.

cont col
6 pg 6

means:

This story
continues
on column
6 of page 6



If you are not sure about newspaper layout and columns try page 13.

Reading the newspaper



Some sections or parts of a newspaper are written in columns like this.

A column is a thin strip of print.

The words are written in small lines.

Each line is always the same width.

LIVE COUNTRY & Western band, The Fever (Ex National Fever) at Mareke WMC, 27 May, tickets \$1. Members & bona fide guests welcome. High St. 25000.

LIVE ENTERTAINMENT every Sat and Sun at Newport WMC. Quiz night every Mon. 30 pints plus cash jackpot. M'bro 25014.

LIVE ENTERTAINMENT every Friday and Sunday at Whale Hill Soc. Club. Members, bona fide guests. Tel 25010.

LONGLANDS WMC, Sat June 5, Clive Baldwin Show. Bingo, cash prizes. Tickets \$3 from the club. Doors open 7 pm. 16-16 Marton Road, M'bro 25007. Members, bona fide guests welcome.

STOCKTON CONS Sec. Club, Friday Night Over 25's Singles Disco. Tel. 25001.

Psychic Fair

Wednesday May 26
8pm - 11pm
at Liberty's, Longlands Rd, M'bro

Also Saturday May 29
11am - 4pm
at The Blue Bell Hotel, Acton Rd, M'bro

Britain's top clairvoyants, mediums, healers etc.

Admission £1 including tea & coffee



MAHARAJAN Tandoori, Indian takeaway. Free delivery, over \$8 (limited period only). 21 Longlands Rd, M'bro 25000.

MARCO'S Nightclub, Birmingham is under new management & plans to refurbish take place early this year & till then it's business as usual. Mon 9pm-2am Cock n Hen Night. Fri & Sat 9pm-2am. Disco. Sun Noon-3pm exotic dancers

PROFESSIONAL Disco, complete system and records. Offers. 0542 25001.

QUIZ NIGHTS at The Yorkshire Dragoon, High Lane, Maltby. Mondays - Party Quiz. Tuesday - General Knowledge. Wednesday - Pop. Tel. 25013.

SHAZZAT Parties, specialise in children's parties, clowns, catering, cakes, games, prizes etc. 5-50 children. Tel 0542 25002.



Look through your newspaper.

Which sections are written in columns?



Make a list:

section	page number



Find a page that is full of columns.

How many are there across the page?

The most common use of columns is in the Classified Section.

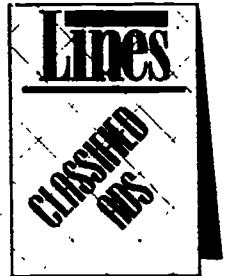


For practise using columns try the task on page 18.

SECTION 2



Using the classified ads



Use these tasks to:

- ▶ find information in the Classified Section quickly
- ▶ practise your skimming and scanning skills
- ▶ use newspaper columns.



If you are not sure what a column is try the task on page 13.



You can buy or sell almost anything in the newspaper using adverts.

Adverts are found in the Classified Section.



Find the Classified Section in your newspaper.

The adverts will be under different sections or headings.

For example:

CARPETS &
CURTAINS

HOME
IMPROVEMENTS

TV & VIDEO

These are usually in groups not alphabetical order.

For example:

HOLIDAYS will be near HOTELS and maybe, CAMPING

PROPERTY TO LET will be near PROPERTY WANTED and PROPERTY FOR SALE



Quickly look down and across the columns of the Classified Section.

Practise looking for the section names you want.

Sometimes headings have a number next to them. The numbers are in order but there may be gaps. This is to allow for new headings to be inserted in the gaps without having to change the numbers.

For example:

770 Domestic
Appliances

780 Carpets, Curtains
& Blinds

790 Furniture &
Fittings

Using the classified ads

Lines

CLASSIFIED ADS



Look out for Classified Indexes. These usually tell you which page to look at.

For example:

Classified Chronicle

INDEX	FAMILY NOTICES	8	BUSINESS	37
	ANNOUNCEMENTS	23	PROPERTY	37
	ENTERTAINMENT	33	HOME SERVICES	37
	LEISURE	34	ARTICLES FOR SALE	38
	HOLIDAYS	34	PETS & FARMING	39
	RECRUITMENT	36	MOTORING	39



Practise using the index in your local newspaper. Make a note of the headings you want to find below.



<i>Heading</i>	<i>Page No.</i>



The best tip is to get used to your own newspaper! For more practise try the tasks on page 20.

Where will I find ... ?



Use these tasks to:

- ▶ practise using the Classified Index
- ▶ find information quickly
- ▶ use the Classified Section of a newspaper.



Many shops and firms advertise in the local newspapers.

Often they offer savings and discounts.

Without a newspaper you may not know about them!



Find the name and address of a shop or firm that sells the following:

	<i>Name</i>	<i>Address</i>
car parts		
televisions		
men's clothing		
furniture		
jewellery		
houses or flats		
food		
second-hand cars		



Some adverts may not be in the Classified Section.

Don't forget to also look in the rest of the newspaper.



If you are not sure how to use the Classified Index try the tasks on pages 18 and 19.

New or old?



Use these tasks to:

- ▶ practise reading newspaper adverts
- ▶ shop using the newspaper
- ▶ compare new and secondhand
- ▶ work out the best deal
- ▶ work out savings using a calculator.



Local newspapers are great places to find a bargain!

New and secondhand items are advertised every week:

New

**ELECTROLUX FRIDGE/
FREEZER**
Model 618. Max. Res. Price £348.98
Our Normal Price £298.98

Secondhand

**020
KITCHENS &
BATHROOMS**

ARISTON Margheritta washer/dryer, excellent condition, unwanted gift. £149. M'bro. 258003.

A Transformed kitchen in one day with new door, drawers, worktops etc. huge range 0042/258012.

ELECTROLUX fridge freezer (due to moving), good working order. £125. Stockley 71500.

ROTPONT and Philippe front load washing machine, excellent working order, must go. £85 each. M'bro. 258004.

LEC fridge freezer. £50 o.n.o. Neton Grange 44332.

MAIN HONEYMINK gas oven, good working order. \$80. M'bro. 258005.

MIRAC Kitchens & Bed.



Look at the adverts.

Find similar ones in your newspaper.

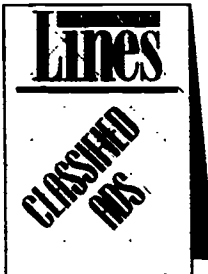


Answer these questions:

- How much is a new fridge/freezer?
- How much is a secondhand fridge/freezer?
- How much money would you save if you bought the secondhand fridge/freezer?

Use a calculator to help you.

New or old?



So you may save money but do you really want to buy secondhand?

What are the advantages of buying a secondhand fridge/freezer?

For example you may be able to see it working.

Write down others that you can think of:

.....

What are the disadvantages:

.....



Look at what you've written. Decide which you should buy. New or secondhand?

Look in your local newspaper. Find a new item that you might buy.

Make a note of it here:

item _____ price _____

Now look in the Classified Section under 'Articles for Sale'.

Could you buy the same or similar item secondhand?



How much would you save?

item _____ price _____ saving _____

Make a list of the advantages and disadvantages below:

advantages _____ disadvantages _____

_____	_____
_____	_____
_____	_____
_____	_____

What does it mean?



Use these tasks to:

- ▶ understand why abbreviations are used in classified adverts
- ▶ read abbreviations and understand their meaning
- ▶ know how and when to use them.



An abbreviation is a shortened word.

Part of the word is used so that you can still understand what the whole word was.

For example: Abbrev. = Abbreviation
 Lux. = Luxury

Sometimes the first letter of a word is used to shorten phrases.

For example: V.G.C. = very good condition
 O.N.O. = or nearest offer

Abbreviations are used to save money. An advert will be cheaper if a few abbreviations are used!

Abbreviations get easier to read and understand the more you read them.

The abbreviation you use depends on the type of advert you are writing.



Match these words with their abbreviations:

registration	10 – 15hrs
speed	exc. cond
garden	spd
excellent condition	reg
per annum (each year)	gdn
bathroom	p.a.
10 to 15 hours	bthrm

What does it mean?



Put the abbreviations on page 23 next to the type of advert that you think they would appear in:

Car/Vehicle	House/Flat	Jobs	General

Some abbreviations can be used in any type of advert.

For example:

gd.cond = good condition
 ┌ a car
 └ a flat
 └ a 3 piece suite



Look for adverts which have abbreviations in them.



Write the abbreviation down.

Write the whole word that they come from next to the abbreviation.

What type of advert were they in?

<i>Abbreviation</i>	<i>Whole word or words</i>	<i>Type of advert</i>



Sometimes you will not have seen an abbreviation before. To help you work out what it means look at the other words around it. You may be able to guess it.

Read this advert.

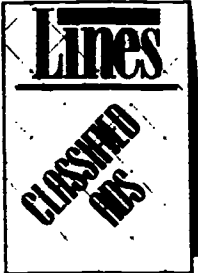
What do you think 'nr' means?

LARGE BEDSITTER. Very clean-quiet. nr Woodford Park. Call between 5-7pm.



For more practice try the tasks on page 25.

Writing adverts using abbreviations



Use these tasks to:

- ▶ practise writing classified adverts
- ▶ use abbreviations
- ▶ read information from a table.



Have you tried the tasks on page 23 and 24?



Write this advert using whole words in the place of the abbreviations.

If you are not sure what the abbreviation means, try and guess or look at the list below:

MINI - T-reg. 1000cc met silver, s/rl, nudge bars, rad/cass, fsh, e/w, exc. cond, cheap runner. £495 ono.

Write your own advert to sell each of the following. Use as many abbreviations as possible:

- a house or flat
- a car
- a television.



Cars

L/H drive = left hand drive
 R/H drive = right hand drive
 auto = automatic
 man = manual
 rad/cass = radio/cassette
 fsh = full service history
 spd = speed eg. 4 or 5 gears
 dr = door eg. 3 door
 H/bk = hatchback
 e/w = electric windows

Houses/Flats

w/end = weekend
 pw = per week
 inc = included
 dble = double
 wc = toilet
 t/out = through out
 osp = off street parking
 GCH = gas central heating
 f/f = fully furnished
 beds = bedrooms, eg 3 beds
 sgle = single
 sq/ft = square feet

Jobs

p/t = part time
 f/t = full time
 temp = temporary
 perm = permanent
 18+ = 18 years old & over
 .5 = half of a full time job
 yr = year
 ref = reference
 c. = circa (about or near)

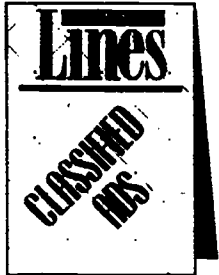
General and second hand items

b/w = black and white
 w = width
 h = height
 exc. cond = excellent condition
 immed = immediately
 asap = as soon as possible
 ono = or nearest offer



For practice writing job adverts see page 42.

Writing a classified advert



Use these tasks to:

- ▶ read and understand instructions
- ▶ write an advertisement
- ▶ find information in the Classified Section
- ▶ cost an advert.



Before you put an advert in the newspaper it is a good idea to practise writing one first.

Try this:

You are going to sell your car.

You want £2,500 for it.



Write the advert out on a separate piece of paper or on the coupon below.

Remember to write one word per space or box:

	10 words		



Before you start, look in the Classified Section of your newspaper.

- Look for cars.
- Look for your make and model.
- Read the adverts for ideas.
- What will the advert cost? Use a calculator to help you.



You may want to use abbreviations. Try the tasks on page 25.

Family notices



Use these tasks to:

- ▶ practise writing family notices
- ▶ practise writing for different reasons.



Newspapers let readers know what's happening.

The Family Notices section lets you tell other people about your news.

The section is sometimes called Births/Deaths/Marriages.

It could be sad or happy news.

Here are some examples:

PORTER, Alfred and Eunice would like to thank all family, friends and neighbours for their kindness, enquiries and cards when Alfred was recently in hospital; very much appreciated.

BROWN
Pauline and David are pleased to announce the birth of their daughter Charlotte Rebecca, born 31 August 1993.

TAYLOR-HEATHCOTE
The engagement is announced between Ray, son of Mr. and Mrs. Taylor of Fleet and Maria, daughter of Mr. Heathcote of Richmond, and Mrs Heathcote of Manchester.

The family name is always written first. This makes it easier to find in the newspaper. The list of notices are always in alphabetical order.



Here are 8 types of family news. Choose 2 or 3 and write a notice for the newspaper:

- 50th birthday
- retirement
- engagement
- marriage
- wedding anniversary
- a death
- in memory of
- thank you.

Remember to be brief.

Write in rough first.

Check you've included all the facts.

Also check your spelling.

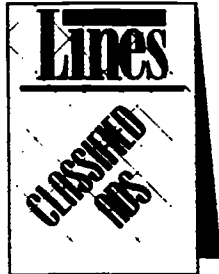
Find out how much it would cost to put one of the notices in your newspaper.

BEST COPY AVAILABLE



See pages 28 and 29 to help you.

Putting an advert in the newspaper



Use these tasks to:

- ▶ find information from the newspaper
- ▶ read and understand instructions.



Putting an advert in the newspaper is easy. Adverts go in the Classified Section.

There are 3 ways to do this:



Find the Classified Section in your newspaper.

Look for the details of how to advertise.

Can you use the 3 ways?



Try to answer these questions.

Use either the example above or the details from your newspaper.

by telephone

- What is the telephone number?
- When can you ring?

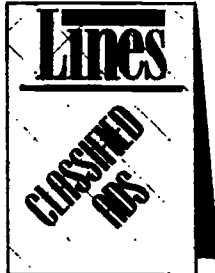
by post

- Where do you send the form or coupon to?

calling in

- What times can you go to the office:
 - Monday to Friday?
 - Saturday?

Putting an advert in the newspaper



Look out for special offers and key information.

For example:

**LINE OPEN
24 HOURS
7 DAYS A
WEEK**

FREE ADS!

ADVERTISEMENT DEADLINE: 1PM TUES.



Using the details of how to advertise in your newspaper:

- write down the key information.

Remember key information is something you need to know.

<i>key information</i>	<i>details</i>
telephone number	
address	
times	
last time to place an advert	
special offers	



For more practice using key information try the tasks on pages 34 and 42.

Classified tasks plus!

Lines

CLASSIFIED ADS

- A** Draw a bar chart to show the 10 most popular names for babies in your area. Get the information from the 'Births' column in your local newspaper.
- B** What is the average age of people who get married in your area? Get the information from the 'Marriages' column of your local newspaper. Is the figure higher or lower than you expected?
- C** Find the 'Partners' column in your local newspaper. Read some of the adverts. Some people treat them seriously. Others think they're just for fun. Write adverts that describe yourself as: fun-loving, serious, sporting, home-loving, etc. Use the examples that you have read for ideas about styles of advert and new words.
- D** Find the names of two firms that offer loans for new cars. Find the price of a new car from an advert. Work out how much a loan would cost to buy the car. What will the amount of interest you pay be?
- E** Look in the 'Articles for Sale' columns in the Classified Section of your local newspaper. Work out if any of the carpets or curtains for sale would fit your rooms at home.
- F** Use the Property Post to work out the average price of: a 3 bedroom semi, a 2 bedroom flat, a terrace or town house in your area. Compare local neighbourhood prices. Do you think the prices have gone up or down in the last year? Write an advert to sell your own home. How much money do you think you could ask for it? How much would it cost to put the advert in the newspaper?

**Sell Your House or Flat
Advertise for 2 Weeks
REACH OVER
HALF A MILLION
READERS**

For Just £22

Linage (max 20 words)

Example: HORNCHURCH, 3 bedrm terrace house, central heating, 6ft garden. Tel: 0708 452009.

Example:

HORNCHURCH
3 bedroom terrace house, central heating, 6ft garden. Tel: 0708 452009.

**or £33 3x1
Display Box**

A Unit C 6:3/13:1 Unit N 13:4

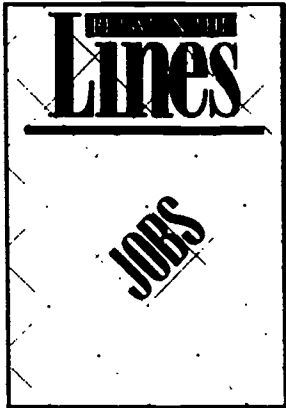
B Unit C 6:3 Unit N 7:3

C Unit C 1:1/4:1/4:2

D Unit C 1:1 Unit N 9:4/9:2

E Unit C 1:1 Unit N 11:1/11:3

SECTION 3



VACANCIES and vacancies



Use these tasks to:

- ▶ find the job adverts in a newspaper that are relevant to you
- ▶ practise your skimming skills
- ▶ find out about the different types of job adverts.



Employers want their job vacancies to be noticed. They do this in different ways.

These adverts both come from the same section of the newspaper. They look very different from each other.

ARE YOU confident on the telephone and conscientious with clerical work? Do you have time to spare in the evenings and weekends? Would you like to earn small regular income and help the elderly worldwide? We need a reliable person to work from home organising our fundraising appeals and promoting the work of the Charity Help the Aged. For further details send s.a.s. to Help the Aged, 22 Roseway, Darlington, DL1 3RD.

CLUB SECRETARY required, knowledge of bookkeeping, wages and V.A.T essential. Wage negotiable. Apply, The President, Longlands Social Club, Marton Road, Middlesbrough, TS4 2HF.

this advert is a classified advert

STOCKTON SIXTH FORM COLLEGE

Technician
within the Art & Design Departments.

Applications are invited for the above part-time post - 20 hours per week, term-time only, to commence in September 1993. For further details, contact the College on Stockton 256001.

this advert is called a display advert

Display adverts are often used by large companies or local authorities.

Local authorities include:

- education
- health
- local councils.

Large companies include:

- industry
- large shops and supermarkets
- banks and insurance.

AN OPPORTUNITY FOR ALL IN VAUXHALL

If you're professional, highly motivated and aspire to high standards of work, there may be a position for you with the area's newest main Vauxhall dealer. Continued growth means that additional professional people are required to join our team to help maintain and improve upon the high level of service Kinnergy already provides it's customers.

ALL QUALIFIED TECHNICIANS

Applicants must be time served and fully qualified with a minimum of 5 years experience.

An excellent salary, subject to experience and ability will be offered to the right people.

If you are interested in excellent career prospects and can give your all, send a current c.v. to Ian Kinnergy, Managing Director to the address below.

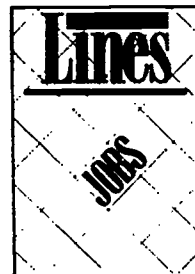


Kinnergy

FOR ALL IN VAUXHALL
Kinnergy (Stockton) Ltd.
Preston Farm, Stockton.



VACANCIES and vacancies



In your newspaper find two examples of:

- a large company advert
- a local authority advert.



Write down the type of jobs they are advertising and the money offered.

Type of job

Money offered

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now look at the classified adverts. These are smaller adverts usually in columns.

Write down 6 types of jobs that are advertised.

Think about yourself. Which type of advert is more likely to have the type of job you're looking for?



Have you tried the tasks on pages 35, 36 and 37?

Getting key points from a job advert



Use these tasks to:

- ▶ find out what 'key points' are
- ▶ be able to look for key points and use them
- ▶ get the main idea from an advert.



A key point is an essential piece of information. Essential means something you can't do without.

These adverts were taken from the 'Situations Vacant' section of a local newspaper.

In vacancy 1 all the key points are highlighted by underlining. They are: immediately, temporary, Spixworth, 1½ hours per day, term-time only.

vacancy 1

ROAD CROSSING PATROL

SPORWORTH C. FIRST SCHOOL Ref: 687/9210
by Road, Spixworth, Norwich, NR10 3PX

Required immediately, a temporary road crossing patrol person for the First and Middle schools of Spixworth. 1½ hours per day, term-time only.

Contact the Headteacher of Spixworth First School, telephone: (0403) 630871
Closing date: 31 October 1983.

Fill in the blanks. Use the advert to help you.

Sometimes adverts may have a *reference number* Ref: 687/9210.

These are not always used for every job, but look out for them.

You must include it in your application if it is in the advert.

vacancy 2

DRIVE FOR US
(Driver owners) free rent to start, earn an excess of £400 per week, busy cash office (dellington) free shift part or full time. Phone Premier Cars between 10am-4pm on 071-222 6829
Closing date for applicants: 30/4/83.

vacancy 3

ADVERTISING AGENCY requires Receptionist/Typist. Must be Professional smart/presentable well spoken. ability to drive would be an advantage. Salary negotiable. Apply with reference if applicable to Box No. 4512, Lancashire Chronicle Newspapers Ltd., 1 Waterloo Street, Stockport SK1 1DW. Closing date: 20 June 1983.



Have a look at vacancy 2 and vacancy 3. Pick out all the key points. Put a circle around them or a line under them. Write them down.

vacancy 2 _____ vacancy 3 _____



Other key points to look out for include:

- full training given
- candidates are likely to have . . .
- the following skills are essential (you must have these)
- the following skills are desirable (if you have some of these, but not all of them it is still worth applying).

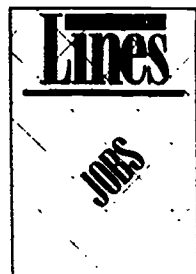


Always look for the key points and make a note of them. You can match the key points to your skills and personal qualities. Try the tasks on page 35 and 37.



Don't forget the closing date on adverts. Your application will not be looked at after that date!

Looking at your skills



Use these tasks to:

- ▶ think about the skills you already have for work
- ▶ help you decide if you need to improve them.



A skill is something that you do well.

Everyone has skills. Sometimes it is easy to see your own skills. Sometimes it isn't.

Using a machine at work is a skill. Being a good listener is also a skill.



Employers look for the skills that fit their jobs. They also look for personal qualities which are different. Try the tasks on page 37.

It is useful to know what your skills are.

You can include them in a letter of application or talk about them at an interview.



Skills can be put in 2 groups:

Everyday skills

help you with everyday living.
You may not have thought about them as skills before.

Work skills

are the skills you use at work.
They can often be practical.

Looking at your skills



- Think about yourself.
- Think about your last job.

tick the skills you have and add as many other ones as you can

	Yes	No		Yes	No
driving a car			writing letters		
making phone calls			explaining things		
DIY			finding faults		
dealing with money			solving problems		
using a calculator			using the phone		
listening to people					
planning events					
planning time					
using hand tools					
using machinery					
working alone					
working in a team					



If you found it hard to think about your own skills, ask a friend or a relative to help you. Other people often see things that you don't!



Use your skill list to decide if a job suits you. Try the tasks on page 39.



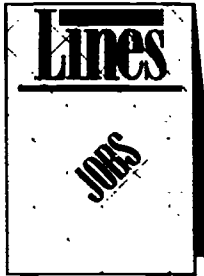
Look at the job vacancies in your local newspaper.

Find examples of skills.

Write them down. Are any of your skills included?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Writing about yourself



Use these tasks to:

- ▶ think about your personal qualities
- ▶ practise using a dictionary
- ▶ expand your vocabulary
- ▶ use adjectives (useful describing words).



Your personal qualities are the kinds of things that make you a good employee. You can use them *with* your skills to help you get a job.

When you apply for a job you have to talk about yourself. An employer wants to know what type of person you are.



Scan through the 'Jobs Vacant' in your local newspaper.

Look for words that describe the type of person the employer is looking for.

We are looking for people who are:

- Self motivated
- Sympathetic and familiar with the needs of young people in care
- Some knowledge/experience of key working
- Good communication skills

Young, fit, hard working, determined to succeed...?



Make a list of the words.

For example your list may include:

- hard working
- reliable
- ambitious

Look up the meaning of any words that you are not sure about in the dictionary.



Make a list of the words that describe you. Ask another person to make suggestions.



Use your personal qualities together with your skills. Try the tasks on pages 39 and 42.

Finding your job

Lines

JOBS



Use these tasks to:

- ▶ think about the type of job you want
- ▶ look at some of your choices.



Often the main reason for wanting a job is the money. But you also want to enjoy it! You would be very lucky to get your ideal job – but it's worth looking to see which job suits you.



Look at the list below. Think about the different ways you can work. You may think of others. Draw a circle round them.

large firm	inside	9 to 5
working with others	service	staying in one place
piece work	flexi-hours	technical
small firm	outside	part-time
working alone	manual work	meeting the public
fixed wage	shifts	non technical
industry	travelling	full time
fixed hours	non-manual work	no public contact



Now think about what you need from a job. Look at the ideas below to get you started.

	<i>I'd like</i>	<i>I need</i>
wages – how much?		
hours – how many?		
travel – how far?		

Finding your job

Lines

JOBS



Find the 'Job Section' in your newspaper.

Use the information you have to work out which jobs you think are worth trying for.

List the jobs vacant and ask yourself which:

- couldn't I do?
- don't I want to do?
- are worth trying for?



RECRUITMENT

<i>Jobs vacant</i>	<i>couldn't do</i>	<i>don't want</i>	<i>worth trying for</i>



If you're applying for a job you may need to write and ask for an application form. Try the tasks on page 40.

Asking for an application form

Lines

JOBS



Use these tasks to:

- ▶ write a short letter asking for an application form
- ▶ make sure you have all the details to finish a task.



Try the tasks on pages 32 and 34 first. They will help you finish these.



To apply for a job you may have to complete an application form. The job advert will usually say if you need to or not.

To get an application form you may need to write a letter.

- The letter should:
- be clean and neat
 - be short but with all the details asked for
 - be on plain paper
 - have been checked for spelling and other mistakes.

The letter should look something like this:-

	5 Station Road	●	your address
	Northfield		
	London	●	your postcode
	E12 6JS		
	Tel 071-222 1592	●	your phone number
	16 May 1993	●	the date
the firm's address	The Personnel Manager	●	
	Brown & Petitts Ltd		
	Haversham		
	H26 9TB		
Dear Sir	Dear Sir	●	
Dear Madam			
Dear Ms Clarke			
(don't write			
Dear Sara or	Painter Part-time	●	job title
Dear David)			
	Would you please send me an application form	●	what you want
	for the above post as advertised in yesterday's	●	where you saw
	Daily Gazette.		the advert
Yours sincerely	Yours faithfully	●	
if you've used			
their name.			
	Ranjit Singh		

Asking for an application form

LINES

JOBS

Write a letter asking for an application form. Use a job you think is 'worth trying for' from the task on page 39.

Or choose one of these:

Penlee Nursing Home
require

**Full-time/Part-time
CARE ASSISTANTS**

Good rates of pay. Car essential.

For application form: Penlee Nursing Home,
Travis Drive, Birkenhead. FAO. Mrs Fuller.

The Hare Motel
Veryan, Nr. Truro

Need person for duties of

**HALL PORTER &
COCKTAIL BAR WAITER/ESS**

Clean driving licence. Keen and able.

For details write to: The Manager
Closing date: 16/5/83

Always:

- write a rough copy first
- check your spelling and grammar
- write the good copy in pen not pencil.

Advertising yourself

Lines

JOBS



Use these tasks to:

- ▶ write a newspaper advert
- ▶ write in note form
- ▶ use key points.



Before you start try the tasks on pages 34, 36, 37 and 40.



The Classified Section of a newspaper can be a good place to look for a job. But have you thought of advertising yourself?

Why not put an advert in the 'Employment Wanted' section of the newspaper? An employer could be looking for you!

Look at the examples. They will give you an idea of what people say about themselves.

EMPLOYMENT WANTED

ATTENTION

PETROL RETAILERS AND LICENCES

Mature lady, 19 yrs. experience, seeks Managers positions at petrol stations. North Leeds area preferred.

BOX NO. 4518.

YORKSHIRE POST, LEEDS.

LADY, aged 24, single, good appearance and education, car owner. Seeks permanent position of interest in Yorkshire. 10 years general office experience, including administration, book-keeping, credit control, V.A., etc. 4 years with professional accountants. References and CV available. Box No. 4493. Yorkshire Post, Leeds.

EXPERIENCED Mothers help requires work, pre-school children. References, hard worker, excellent with children, good attitude. M314315.

HOUSEKEEPER/COOK/ MAN FRIDAY

29 yrs. old male seeks live-in position, taking care of private residents. 12 yrs. hospitality experience, non smoker, driving licence, animal lover, well travelled.

Tel. (0532) 449403
between 5-7 p.m.

BRICKLAYING sans requires work. Tel. 0510 46281.



Choose one or two examples. Underline all the key points.

You will probably have underlined almost every word! This is okay.

Adverts can be expensive so it is important to only write the key points.

Try writing your own advert.

Always write in rough first so that you can change it.

- Include:
- something about your personal qualities
 - your skills
 - your experience
 - how you can be contacted – a phone number is good
 - the type of job that you want.



Ask someone to check your advert.

Can you take any of the words out?

Have you missed anything?

Job tasks plus!

A Find out as much as you can about unemployment in your area. Look in your local newspaper for:

- local councillor's comments
- community action against unemployment
- facts and figures
- headlines.

Make notes from what you've read. Use your notes to explain to a tutor.

B Find a job in the newspaper that you would like to have. Use a card to record the weekly pay, the monthly pay and the yearly pay. How much tax?

C Do a survey of the main types of job vacancies in your area. Get the Jobs Section of your local newspaper. Put the information on a chart. You could include: clerical, retail, driving.

D If you would like to improve your skills the newspaper could be used to find out as much as you can about:

- local college courses
- adult education classes
- training schemes
- open learning opportunities
- how and when you can join?
- how much it will cost?

Jubilee Street

Desk Top Publishing
(Beginners) - Mondays 19.00-21.00

Creative Computing
(City & Guilds) - Thursdays 10.00-12.00

Computer Graphics
Tuesdays - 19.00-21.00

A Unit C 6:1/13:1/13:3

B Unit C 1:1

C Unit C 1:1 Unit N 13:4

DO you
you ca
cessi
week
Word
Words
your P
Post P
436163.

IFY

Wo
Short

Pers

SECTION 4



Special offers

Lines

SPECIAL OFFERS



Use these tasks to:

- ▶ find information in the newspaper
- ▶ read for information.



Special offers help newspapers sell.

Readers can save money on:

- days out
- holidays
- take-aways
- travel tickets
- and lots more.

Usually all you need to do is:

- buy the newspaper
- collect the vouchers.



Look in your newspaper for the headlines and phrases that tell you about special offers. They are often on the front page.

Here are some examples:

THE PAPER WITH THE BEST SPECIAL OFFERS

SUPER READER OFFER

Another great half-price offer. See Page 22.



Write the headline or phrase down.

Find out what the offer is for each headline.

Fill in the details here:

Headline	Special offer
example: Special Holiday Offers for our readers	£150 off a holiday to Majorca

Holiday offers

Lines

SPECIAL OFFERS



Use these tasks to:

- ▶ understand special offers
- ▶ work out how much something costs
- ▶ read for information.



Half price vouchers are a great way to save money!

Enjoying a day out or a take-away can be cheaper than you think.

Lots of people buy local newspapers for the vouchers that are in them.

Here is an example:



Find a similar voucher in your newspaper.

Answer these questions:

- Where is the voucher for?
- How much money can be saved using the voucher?
- How many people can use the voucher?
- What would the total cost be without the voucher?
- When can the voucher be used until?
- How do you use or collect them?



Tips for using vouchers!

- read the small print
- check the date the voucher runs out
- always work out the saving before you use the voucher.

Holiday offers

Lines

SPECIAL OFFERS



Use these tasks to:

- ▶ read special offer adverts
- ▶ get key points from the text
- ▶ think about what you want.



Need a holiday? The newspaper may have the bargain you've been looking for. But are you sure?

*Special
HOLIDAY OFFERS
for our readers*



Think about the type of holiday you want.

Tick the boxes that apply to you.

I want a holiday that is or has:

- | | | | | | |
|-----------------------|--------------------------|--------------------|--------------------------|------------------------------|--------------------------|
| below £100 per person | <input type="checkbox"/> | more than one week | <input type="checkbox"/> | by car | <input type="checkbox"/> |
| in the UK | <input type="checkbox"/> | organised for you | <input type="checkbox"/> | full of things to see and do | <input type="checkbox"/> |
| abroad | <input type="checkbox"/> | by coach | <input type="checkbox"/> | choice of pick-up places | <input type="checkbox"/> |
| less than one week | <input type="checkbox"/> | in a hotel | <input type="checkbox"/> | | |
| self catering | <input type="checkbox"/> | by rail | <input type="checkbox"/> | | |



Look at these examples of a Reader's Holiday.

Concert Festival in Germany
Tina Turner · Rod Stewart · Prince Chris De Burgh
 26-30 August. Price £149

Take a short break to see some of the top stars of rock and pop. The price includes an entrance ticket to all three days of the concert, two nights hotel accommodation in a hotel in the Cologne or Düsseldorf area of Germany, return coach from Middlesbrough, return ferry crossings, continental breakfast.

Further details are essential of this not to be missed extravaganza - for your simply call our answerphone service - (0642) 239889 or complete the holiday details form and return to us.

Cadbury's world!

THE ultimate weekend for chocolate lovers - a visit to the famous Cadbury World. It's the chance to see the stories behind the tv chocolate commercials, and to visit the delightful Shakespeare county of Warwickshire.

Hotel for one night's half-board in the excellent Salsis Country Court at Bromsgrove - an ideal touring base. All rooms have private facilities, and there is a comprehensive leisure centre. Two days from £99 includes entrance to Cadbury World and tours, departing Saturday, June 12.

Coach pick-up points: Mill End, Stratford, East Ham, Berkley, Beccles, Romford, Harold Hill, Gains Hill, Hainault.

Read the details. Look back at your list.

- Do these holidays have any of the things you're looking for?
- Do you think they are a good deal?



Find the holiday offers in your newspaper. Collect a few examples. Which do you think is the best offer? Why?

Explain to a tutor what you have found out.

Getting what you want

LINES

SPECIAL OFFERS



Use these tasks to:

- ▶ understand booking forms
- ▶ practise form filling.



Before you start, try the task on page 48.

Special offer holidays often ask you to fill in a form.



The form has details of:

- when you want to go
- how many people are going
- who you are
- where you live
- how you are going to pay.

They are called booking forms.

All of these sentences come from a booking form.

NAME: Mr/Mrs/Miss.....
ADDRESS:.....
Postcode:.....**Tel. No.**.....
Please send me ticket/s as follows
(indicating number required)
Thurs. ● £41..... Fri. ● £41.....
Child ● £21..... Child ● £21.....
Sat. ● £21..... Sun. ● £21.....
Child ● £21..... Child ● £20.....
I enclose a cheque/postal order for
£.....
Please note the discounted booking is only
valid for bookings made before 28 May.

What do the words in the boxes mean?

- I wish to **depart** on June 12th.
- Please **reserve** me places.
- I have **enclosed** £20 deposit
- Please **debit** my Access/Visa card.
- I do/do not **require** travel insurance.

If the words are new to you either:

- ask someone
- use a dictionary
- guess using the other words as clues.

Find the booking forms for the holiday offers in your newspaper. Practise filling them in.



Check your work with a tutor.

Special offers tasks plus!



A Use the newspaper to improve your maths.

For examples like this:

- Work out how much it would cost to use the product in your own home.
- Check the price of a bargain before you shop.
- Use the information in an advert to work out how much money you really save.

B Plan a weekly shop for yourself or your family. Estimate how much it would cost at your usual shop or supermarket. Look in the newspaper to see how much of it you could buy from the adverts. Work out the bill using the prices in the adverts. Try to stay within your budget! Find as many 'money off' vouchers as you can.

C Look in the supermarket adverts for price per pound details. Work out how much it would cost for:- 2lbs 6lbs 1lb 10lbs of one item, eg. vegetables.

Are there any special offers?

D Look at the adverts in your local newspaper.

Find as many words or phrases that persuade people to buy. For example:

E Look for the different types of competitions in your newspaper. What are the prizes?

Have a go yourself!

A Unit N 2:1

B Unit N 2:2/2:3

C Unit N 2:1

D Unit C 1:1

SECTION 5

RELEASING THE
Lines

DID YOU KNOW?

Yesteryear

Lines

DID YOU KNOW?



Use these tasks to:

- ▶ use the newspaper, books and maps for reference
- ▶ write a letter asking for information
- ▶ obtain information from another person
- ▶ use the telephone
- ▶ follow directions.



Newspapers are a great place to find out about what has happened in the past. Local history groups or writers often have articles of interest in local newspapers.

War in the Atlantic-50th anniversary special

Nostalgic look back

Song and dance for good old days



Look for articles that tell you about the past.

Here are some ideas for you to find out more:

- look out for the address of local history groups and write to them
- telephone your local college or Adult Education centre and ask about classes
- visit your local library and ask if they have back copies of newspapers.

10 YEARS AGO
NORTHAMPTON'S new information technology centre should help youngsters become masters of the world of computers rather than business slaves. The Duke of Gloucester today. The Duke officially opened the ITC centre in Hamstead Road in the presence of county VIPs.

On this day...
1899: Dartmoor Prison opened, originally to house French prisoners-of-war
1844: Samuel Morse transmitted the first telegraph message

Use the phone book to find numbers and addresses. Ask another person for directions if you are not sure how to find somewhere.

For example you may wish to find out more about:

- the day you were born
- the day you got your first job
- the date of a world famous event
- the background of the area you live in
- the day you came to the UK.

Or ask for information about:

- a favourite local sports team
- old photographs, community news or family notices.



Discuss your ideas with a tutor.



For practise writing letters. Try the tasks on pages 54 and 68.

Photographs in the news

Lines

DID YOU KNOW?



Use these tasks to:

- ▶ fill in a form
- ▶ write a letter asking for information
- ▶ use the telephone
- ▶ obtain information from another person
- ▶ follow directions.



Most newspapers will let you buy the photographs that appear in it. To buy a photograph you will have to contact the newspaper by either:

- making a telephone call
- writing a letter
- filling in a form
- calling in to the office



For example:

Your child is a member of a running team.

Their picture is in the paper.

The photographs are usually black and white.



Some newspapers have a form to fill in.



Look at the example:

Find a photograph in your newspaper that you want to buy.

PHOTOGRAPHS

If you would like to order a photograph which has appeared in this paper, please fill in the form below. Cost is £2.50 per photo for a glossy black and white line by line print. This includes post and postage. Make your cheque/postal order payable to Tony Parry.

NAME.....

ADDRESS.....

.....

NAME OF PAPER.....

DATE OF PAPER..... PAGE NO.....

BRIEF DESCRIPTION OF PICTURE.....

NUMBER OF PHOTOS.....

AMOUNT ENCLOSED £.....

Send completed form to Photo Sales,

East London Advertiser,

134 Cambridge Heath Road, Bethnal Green E1 5QL.

Or phone: 071-223 0129



Remember!

- Always complete a form in pencil first.
- Always draft a letter – make a rough copy so you can check the spelling.
- Practise what you want to say with another person first and make notes to remind you later.
- Check that you know how to get to the office before you leave. Ask another person to give you directions.

Writing to a newspaper

Lines

**DAD:
YOU KNOW?**



Use these tasks to:

- practise putting your point of view across
- practise writing a letter to the newspaper.



Anyone can write to a newspaper. You should write to the Editor. The Editor is responsible for everything in the newspaper.

Letters to the Editor are usually written about something in the newspaper.

Readers may:

- be angry about a report
- have a point of view about the news
- want others to know about something
- want to complain about something.

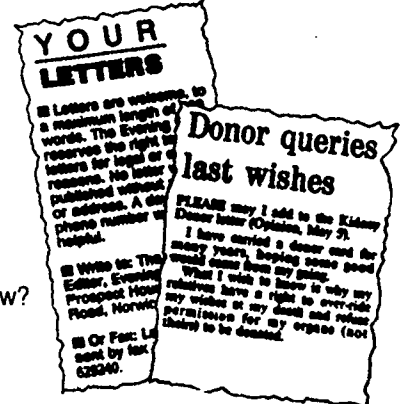


Find the letters to the Editor in your newspaper.

You'll see that the reader's name and part of their address is at the bottom of the letter.

Read the letters and answer these questions:

- Do any of the readers live near you?
- Do you agree or disagree with the points of view?
- Do any of the letters have dates in them. Why?



Why not write your own letter? You'll find the address in the newspaper. If not look in the Yellow Pages. Or telephone the newspaper and ask for the address.

Here is a letter layout to help you:

	YOUR ADDRESS
	DATE
Dear Editor, I am writing	
YOUR NAME WRITTEN CLEARLY	

- write in rough first
- keep the letter brief
- say why you are writing
- be polite but firm if you are angry
- ask someone to check your spellings.

Keep a look out for your letter – it could be in print!

Community information

Lines

DO YOU KNOW?



Use these tasks to:

- ▶ find out useful information in the newspaper
- ▶ find out about local services and events.



Many local newspapers have community information about services or events in your area.

For example:

- the names and opening times of late night chemists
- the place, date and times of local car boot sales
- travel information
- emergency numbers.

CHEMISTS

5.30-6.30pm: Claude Benton, 102 Thorpe Road, Woodgrove, 7 Woodgrove Parade, Catton, Grove Road.

British Road: Inquiries, Norwich (0603) 610012. Recorded timetable, Norwich (0603) 622163.

Buses: Eastern Counties Omnibus Co. inquiries, Norwich (0603) 622807 or (0603) 623118. Bus information centre, Norwich (0603) 623889. Coach services: National Express, (0603) 660500.

Electricity: Eastern Electricity, Norwich (0603) 612309.

Gas: Roundtree Way, Norwich. Leaks and emergencies (24 hours a day), Norwich (0603) 612662. Service calls, Norwich (0603) 612590.

Water: Anglian Water, Norwich (0603) 300999.

Telephones: British Telecom, 150, Faults, 151.

Citizens Advice Bureau: Norwich (0603) 618132 or, if you live a long way from a Bureau, call free on (0603) 620071.

Seamarkets: Norwich (0603) 622163.



Look in your local newspaper for community information.



Write down the information and where you found it.

Type of information	Section	Page
For example: Chemist times	Info file	4

Look at your information. Which stays the same from week to week? Which changes?

Write them below.

Stays the same	Changes
For example: Emergency telephone numbers	traffic news

Community information

Lines

DID YOU KNOW?



It is useful to keep handy the information that doesn't change. It's quicker to refer to than looking in the telephone book.

Here is an example of community information that doesn't change.

Find the same type of list in your newspaper.

Answer these questions:

- What is the telephone number of the nearest hospital?
- Which health centre would you phone in an emergency?
- What time do most chemists open until?
- Who would you phone to find out about train times?



Check your answers with a tutor.

Write an advert for a community event or organisation that you are involved in.

For example:

- a jumble sale
- a club fund raising event
- an action group that wants to hold a public meeting.

FRIENDS OF WOODLAND HOUSE FETE
Saturday 15th May
To be opened by Chris Blount of Radio Cornwall
At 2pm
Grand Draw

COMMUNITY CALL

THORPE Kite Club will be flying high on Saturday at its annual open day. Everyone is welcome at Laundry Lane recreation ground between 10am-5pm where members plan to entertain and amaze with exhibitions and games involving many types of kites.

RAINBOW TODDLER GROUP
Goapel Hall, St Austell
THURSDAYS
09.30 - 11.30

Don't Forget

HOSPITALS

The Royal London Hospital, Whitechapel, Mile End and St Clements: 071-222 8828. Homerton: 071-222 1582. London Independent: 071-223 0129. St. Andrew's: 071-237 1921. London Chest: 071-254 0142. Queen Elizabeth's Children's Hospital: 071-372 9748.

HEALTH CENTRES

Spitalfields, Brick Lane, E1: 071-387 4923. Steels Lane, Commercial Road, E1: 071-437 2729. Wapping, Wapping Lane, E1: 071-487 3995. Wellington Way, Bow, E3: 071-499 1006. Bethnal Green, E2: 071-582 0075. South Poplar, E14: 071-602 0606. Gill Street, Poplar, E14: 071-628 1097. Chimp Street, Poplar, 071-722 5710.

CHEMISTS

E2: J.S. Miller, 648 Mile End Road, Monday-Friday until 7pm; Saturday until 6pm and open Sun 10am-6pm. Britannia Pharmacy, 87 Roman Road, open until 6pm Mon-Sat. J.D. Glassman, 266 Kingsland Road, until 6pm Mon-Fri, 9am-6pm on Sat. E8: Eastern Chemists, 12 Downs Court Parade, until 6pm Monday-Saturday 9am-1pm Sundays and Public Holidays. Edmunds, 47 Kingsland High St, until 6pm Monday-Saturday. E2: Florida Pharmacy, 307 Bethnal Green Rd, Monday-Friday 9am-7pm; Sat. 9am-6pm Sun 10am-1pm. E3: Francis, 878 Mile End Rd, Mon-Sat, 9am-6pm. **NOTE:** Chemists in the area open between Monday and Friday from 9am-7pm.

DENTISTS

Emergency work is carried out Monday-Friday at 8.30pm and 12.20pm at the London Hospital, Whitechapel, and a dentist is on call at the hospital's Alexandra Wing over the weekend. Emergency Number Dental Line 071-733 3019.

TRANSPORT

London Buses, Tubes and Docklands Light Railway: 071-821 8282. British Rail: 071-884 8799. London City Airport: 071-839 6888. Mobility Bus: 071-931 9882. Community Transport: 071-237 1921. Dial-a-ride (disabled travellers): 071-821 8282.

Did you know tasks plus!

Lines

DID YOU KNOW?

- A** Newspapers always have comic strips. Find the comic strip in your local newspaper. Read them or rewrite them.



- B** Prizes are often given to the first correct crossword solution. Sometimes the newspaper crossword isn't as hard as you think. Have a go at the 'quick crossword'. Ask someone else to help you. You can always share the prize money!
- C** Most local newspaper have tips for gardeners. Look for the section in your local newspaper. Make a plan of your gardening year. Use a calendar to help you. Check the Gardening Section weekly for practical advice. Keep the articles that interest you. The weather forecast may also be useful!

- D** Going on holiday abroad?

Check how much your money is worth against the currency of the country you're going to. Look for the Foreign Exchange Rate table in your newspaper.

If you're not sure how to read the table ask a tutor to help you.

- E** Do you know 'who's who' in your local newspaper. Look in the newspaper to find out who the following people are:

- the Editor
- the film critic
- a sports reporter
- the Astrologer
- the T.V. critic
- a photographer.

Which people regularly work for the newspaper?

£ Abroad

Australia 2.12 dollars;
Austria 17.11 schillings;
Belgium 50.24 francs;
Canada 1.89 dollars;
Cyprus 0.72 pounds;
Denmark 9.40 kroner;
Finland 8.27 marks;
France 6.18 francs;
Germany 2.44 marks;
Greece 327 drachmas;
Holland 2.73 guilders;
Hong Kong 11.48 dollars;
Ireland 1.00 punda;
Italy 2.226 lire;
Japan 166 yen;
Malta 0.85 pounds;
New Zealand 2.69 dollars;
Norway 10.36 kroner;
Portugal 230 escudos;
South Africa 5.48 rand;
Spain 166 pesetas;
Sweden 11.00 kronor;
Switzerland 2.20 francs;
Turkey 14.490 lire;
U.S. 1.50 dollars



A Unit C 1:1

B Unit C 1:1/6:3

C Unit C 1:1/7:3 Unit N 10:3/13:4

D Unit N 14:3

Did you know tasks plus!

Lines

DID YOU KNOW?

F A newspaper is a great study resource. Choose one of the following topics:

- health • AIDS • Youth and Crime • poverty
- the environment
- energy

... or think of your own.

14 *Evening News, Thursday, May 13, 1993*

► **ENVIRONMENT**

So, how green is your city?

Council to launch 10-day awareness campaign

Find out as much as you can about the

topic from your local newspaper. Look out for articles, photographs, t.v. programmes, charts and graphs. Talk to your tutor about how you can use your information to improve your reading, writing and speaking skills.

G Many people do voluntary work. Look out for adverts asking for volunteers in your local newspaper. If you are in a local group or organisation perhaps you need volunteers! Write an advert asking people to join you.

If you run a club or community group, let the newspaper know about it! Write an article about your local group or club. Find out if your newspaper accepts local stories by local people.

**VOLUNTEERS
NEEDED**

For 1-2 hours per week
to commence an Art
group for a small
number of patients
Loveny Ward,
Lamellion Hospital,
Liskeard 342699.

SECTION 6



Making sense of the headlines!



Use these tasks to:

- ▶ read and understand meaning
- ▶ practise writing in sentences
- ▶ use and identify key words.



Headlines are used to get your attention.

Key words are used to catch your eye and to give clues to what the article is about.

Key words get a message across.

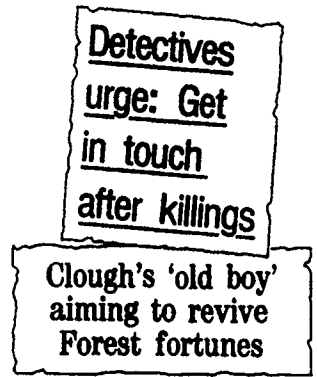
Most headlines are not written in full sentences.



Choose 10 headlines from your newspaper.

Write them as full sentences so that their meaning stays clear.

Remember, don't leave any of the key words out!



<i>headline as written in the newspaper</i>	<i>headline as a full sentence</i>



Check your work with a tutor.



For more practise using key words. Try the tasks on page 34.

Which headline?



Use these tasks to:

- ▶ practise reading newspapers.



Look at these headlines and stories from a newspaper.

Match the headlines with the stories.

Write your answers here:

Headline 1 matches story

Headline 2 matches story

Headline 3 matches story

Headline 4 matches story

Headline 5 matches story

Headline 6 matches story

Fire service's strike threat

3.

Women police 'were harassed'

4.

Car fire

5.

Thieves rigged up a bogus automated bank machine to record account numbers and Pin numbers, then used the information to steal thousands of pounds from customers' accounts.

E.



Discuss with a tutor how you matched the headlines and stories.

- Did you use clues?
- Did you read all the stories?
- Which was the hardest to match?

Mass arrests

2.

MORE than half a police force's women constables were sexually harassed by male colleagues during a six-month period, a survey revealed yesterday.

A.

FIREFIGHTERS' leaders were today expected to call for a strike ballot which could lead to the service's first national stoppage since the 1977-78 dispute.

D.

TWO hose-roots were used by firemen to extinguish a car on fire in Park Road, Newlyn, last week.

B.

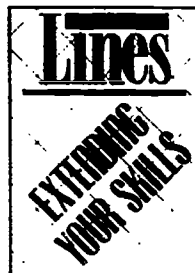
Police in Italy, France and Germany arrested 35 people yesterday on suspicion of involvement in a gangland money-laundering ring involving the Sicilian Mafia and their Camorra offshoot in Naples.

C.

Hole in wall eats up cash

1.

Types of news



Use these tasks to:

- ▶ scan the newspaper for information
- ▶ identify different types of news.



There are many different types of news.

For example:

'Paying too much'

BRITAIN'S three million contact lens wearers are being forced to pay through the nose for cleaning and soaking solutions, an MP has claimed. Labour consumer affairs spokesman Nigel Griffiths said he wanted all retail outlets to be allowed to sell the solutions.

← this is home news, it is about the UK.

To find the different types of news don't forget to:

- use the index
- look out for page headlines.



In your newspaper find an example of the different types of news listed below.

What is the headline?

Which page was the story on?

<i>headline</i>	<i>page</i>	<i>type of news</i>
		home news
		world news
		sports news
		local news
		financial or business news
		entertaining news



If you want to practice using indexes. Try the tasks on page 9.

Understanding new words

Lines

**EXTENDING
YOUR SKILLS**



Use these tasks to:

- ▶ expand your vocabulary
- ▶ practise using a dictionary
- ▶ feel more confident reading.



Whilst reading you will often come across new words. They may be difficult to read. You may not know their meaning.

There are 3 ways to find out what a new word is:

- guess by looking at the rest of the sentence for clues
- use a dictionary
- ask someone.



Choose a story from the front page of your newspaper:

- read it carefully
- put a line under the words which are new to you
- try and work out what the words are. Work on your own or with a tutor
- use the 3 ways to help you.

If you guess:

Put a circle round the words that helped you.

If you use a dictionary:

Make a note of the meaning for yourself.

Ask someone to check your work with you.



Try not to let new words stop you from reading. As you become a better reader you will be able to guess more words.

Don't look up every new word. Only the words that you see often.

Don't worry about asking someone. Good readers come across new words too!

Making news



Use these tasks to:

- ▶ understand what is included in news stories
- ▶ find information from reading.



News stories give 5 types of information. They are answers to the questions:

- Who?** the story is about
- What?** the story is about
- Where?** the story took place
- When?** the story took place
- Why?** the story is news

Sometimes there is also information about

How?

This information is called the 5 W's.

The 5 W's don't always appear in the same order. Sometimes one or two may not be used. The reader may have to use their imagination.

Here is an example: Story A

- Colin Jeffrey = who?
- Keeping wheel chair in gas cupboard = what?
- Council flat/Kettering Road = where?
- Complaints from a neighbour = why?
- We don't know = when?

B

Snail trail

A green and yellow snail, with a purple mouse on its back, has disappeared from a property in Redaanic, Truro.

The garden ornament, which is 2ft. 6in. long, disappeared overnight between Sunday eve. Monday.

Sometimes the news isn't very serious but the 5 W's are still used.

- How many are in Story B?

A

Change of heart

DISABLED Colin Jeffery is celebrating a council's change of heart after his plight was highlighted by the *Chronicle & Echo*.

He had been banned from keeping his wheelchair in a ground-floor gas cupboard at his council flat off Kettering Road, Northampton.

A neighbour complained the chair cluttered up the cupboard and Northampton Borough Council ordered it out.

But neither Mr Jeffery nor his wife was able to carry the new £3,000 electric chair up two flights of stairs to their flat and the cupboard was the only safe storage space. Now the council is sending him written permission to use the cupboard, after inspecting the site.

"I'm very pleased - thanks for the help," said Mr Jeffery, a chronic asthma sufferer. "I don't get out much but we went out for a meal to celebrate after we heard."

Making news

Lines

EXTENDING
YOUR SKILLS



Choose 3 stories from your local newspaper.

Find the 5 W's for each one.

Write your answers below:

News story	1	2	3
Headline			
Who?			
What?			
Where?			
When?			
Why?			
How?			

Is there any information about how?



Check your work with a tutor.



Practise writing using the 5 W's and how?

Write a news story about something that has happened to you.

News triangles

Lines

EXTENDING YOUR SKILLS



Use these tasks to:

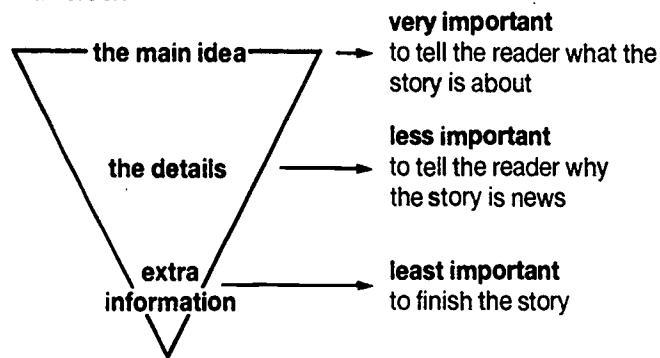
- ▶ get the main information from a news story
- ▶ decide what is important in the news.



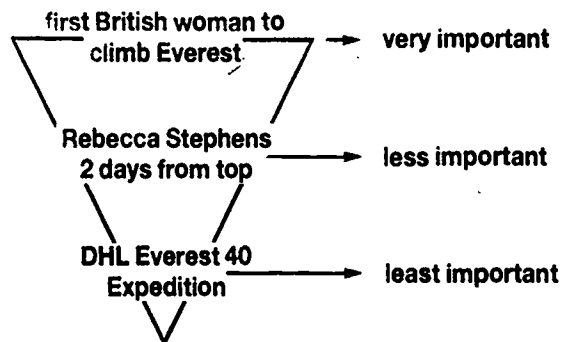
Before you start try the tasks on page 64.



News stories are written in an order:



For example: Here is the news triangle for this story:



Woman on top of the world

A 31-YEAR-OLD journalist was today poised to become the first British woman to climb Everest after becoming hooked on mountaineering while reporting on an earlier expedition.

Rebecca Stephens is about 8,000ft from the summit of the 29,076ft Nepalese peak at Camp 3, just two days from the top.

She is in the second of two groups of British climbers who are making unprecedented attempts to climb the world's highest mountain as part of the DHL Everest 40 Expedition.



Choose a news story from your local newspaper.

Draw a news triangle for the story.

Are any of the 5 'W's included?



Discuss your work with a tutor.

News in brief

Lines

EXTENDING
YOUR SKILLS



Use these tasks to:

- ▶ get the main ideas from a news story.



News in brief is usually on the front page of your newspaper.

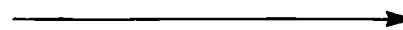
It is usually only one column.

They are either:

- short full stories or reports
- outlines of a story that is written in full on another page.

It is a quick way to get an idea of the news.

Look at the example



Find the News in brief column in your newspaper.

Answer these questions:

- How many full stories are there?
- How many stories are outlines only?
- Which pages are the full reports on?



Choose 2 or 3 stories from the newspaper.

Try and find stories that are examples of:-

- world news
- local news
- home news

Read the stories or reports.

Write an outline for each one.

Give each outline a headline.

Use them to write a 'News in brief' column.



Ask a tutor to check your work.



There are many types of news. Try the tasks on page 62. For practise using an index try page 9.

IN BRIEF

Fire service strike fears

LEADERS of Britain's fire-fighters are today expected to call for a strike ballot which could lead to the first national stoppage in the service since the bitter dispute of 1977-78.

Delegates at the annual conference of the Fire Brigades Union in Bridlington, Humberside, are virtually certain to ballot 40,000 firemen and women

'Guard' held

A MAN believed to be Philip Wells, 47, "Florida Phil", the security guard sought since 1989 after a £1m currency robbery, has been held in London, police said early today.

Transplant 'first'

A GIRL of two is recovering after undergoing Britain's first combined liver and small bowel transplant. Page 3.

Muslims 'jailed'

CROAT forces held about 1,200 Muslims in a military jail in an apparent new wave of ethnic cleansing in Mostar. Page 5.

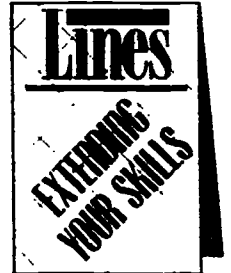
Drugs-crime link

DRUG abuse could be at the heart of the explosion in young crime, a conference of police chiefs was told. Page 4.

Pollution threat

INACTION over pollution in the River Aire is threatening tourism developments in West Yorkshire, say lobbyists. Back Page.

People in the news



Use these tasks to:

- ▶ scan the newspaper for information
- ▶ compare news stories
- ▶ put your views across
- ▶ write a letter to the newspaper.



Reading newspapers is a great way to find out about people.

People make serious news and people make gossip.

Often the people who are in the news for the most serious reasons also have gossip written about them.

Whatever your view is – gossip sells!

When was the last time you heard people talking about gossip from the newspaper?

*Yes I have regrets,
Chancellor admits*



Make a list of them. Who are they about?

- a politician
- a TV personality
- an actor
- a member of the Royal Family



Look in another newspaper to see if you can find headlines about the same people.

Now read both sets of stories. Is the gossip the same or different in both newspapers?



What is your view? Discuss it with a tutor.



Choose one set of stories about the same person.

Write a letter to the newspaper telling the Editor what you think.



For more letter writing practice. Try the tasks on page 54.

N is for ...



Use these tasks to:

- skim for information.



Find words in your newspaper that begin with N, E, W or S.

Find a word for each of these headings:

Heading	N	E	W	S
A place				
The name of a person				
A word with 3 syllables				
A type of food				
A word that describes something				



Write a sentence for each heading or letter using all the words.

Make a word search using one of the headings as a theme. Find the words from the newspaper.



Ask a tutor to check your work.

Horoscopes

Lines

EXTENDING
YOUR SKILLS



Use these tasks to:

- ▶ practise reading aloud
- ▶ practise reading for fun
- ▶ practise your writing skills.



Almost everyone reads their horoscope! They can be good fun to read to yourself and to other people.



Find where the horoscopes are in your local newspaper.

Answer these questions:

- Which page are they on?
- Who writes the horoscopes in your paper?
- What is the star-sign for someone who has their birthday on April 26th?

Read your horoscope to yourself.

Answer these questions:

- Is your horoscope good or bad?
- What is the best part of it?



Practise reading the horoscope aloud to a tutor or friend.

Remember horoscopes are fun. It doesn't matter if you make a few reading mistakes. People like reading them together.



Write a horoscope for the following people.

Try and fit them to the things you know about each person.

- your partner or friend
- a member of the Royal Family
- the Prime Minister.

Your stars with Russell Grant

His daily look at your Horoscope

GEMINI (May 22/June 21):

If things haven't been going well at work and success seems to be passing you by, talk to the boss or a close colleague about your prospects.

Tuesday's a fine time for making deals and arrangements for the future.

CANCER (June 22/July 23):

Past pleasures, goals and ambitions no longer have any attraction now, yet there's nothing to fill the void and inspire you. Tuesday's a good time to examine the alternatives and find a new motivation or interest in life.

LEO (July 24/Aug 23):

A flash of inspiration or comprehension puts an end to a mystery or confusion that's been nagging away at the back of your mind. The answers you seek are all buried in your past. Stand by for a revealing insight into your childhood.

VIRGO (Aug 24/Sept 23):

I'm sorry to say all hopes of a tranquil day are totally out of the question. You have duties to attend to before you can think about putting your feet up. Try to avoid your responsibilities and you'll make trouble for yourself.

LIBRA (Sept 24/Oct 23):

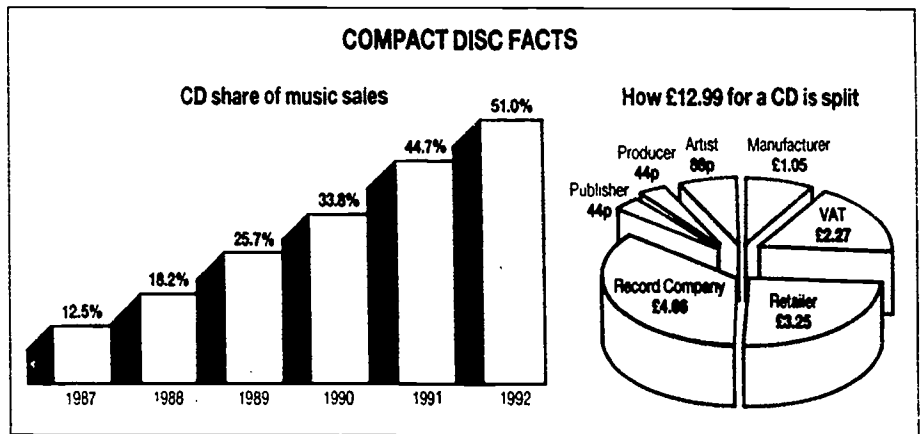
You are going to be hard pushed to keep your mind on whatever you're doing on Tuesday so whether you're managing your household or at work concentrating on the job in hand will be extra hard. Have an early night.

Extending your skills tasks plus!

Lines

**EXTENDING
YOUR SKILLS**

- A** Use graphs and charts in the newspaper to improve your maths.
Practise reading information.
Ask a tutor to explain anything you don't understand.



- B** Look for articles and adverts about dieting and personal appearance.
Prepare a short talk to convince people that they should follow advice.
- C** Expand your vocabulary! Find as many words in the newspaper that are to do with:
- size
 - value
 - quantity
 - time.
- D** Choose a letter from the newspaper. Write a reply.
- E** Watch the local or national news on the T.V. Make a note of the main stories. Look in your newspaper for the same day. Find the articles that match the T.V. stories
- F** Write your own newspaper articles. Write what you believe in. Write your opinions. This is your comment.
- Choose:
- a world event
 - a sporting event
 - a current war
 - a political situation

A Unit C 7:3

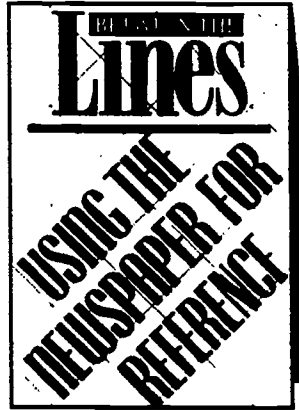
B Unit N 7:1/7:2

C Unit C 6:1

D Unit C 4:1

E Unit C 1:1/12:2

SECTION 7



What's on?

Lines

USING THE
NEWSPAPER FOR
REFERENCE



Use these tasks to:

- ▶ practise your skimming skills
- ▶ get information from a table
- ▶ work out times
- ▶ use a key.



Many people use the newspaper to find out what's on the T.V.

Use the index to find the T.V. Guide in your newspaper.

BBC1

- 3.10 **TURNABOUT**
3.40 **CARTOON DOUBLE BILL**
3.50 **CHILDREN'S BBC: Pingu**
3.55 **WILDBUNCH**
4.10 **GALAXY GOOF-UPS**
4.35 **THE MOVIE GAME (C)**
5.00 **NEWSROUND**
5.10 **BYKER GROVE (C) (R)**
5.35 **NEIGHBOURS**
Doug and Pam desperately try to help Jill and her disturbed son Ross. (C) (R)
- 6.00 **NEWS: (C) Weather**
6.30 **LOOK EAST or EAST MIDLANDS TODAY**
7.00 **ELDORADO**
Ingrid is reluctantly drawn into Marcus' plans. Philippe and Isabelle finally discuss their future together. (C)
- 7.30 **TOMORROW'S WORLD**
In the final programme of the series, Prince Charles meets the contenders for this year's Prince of Wales Award for Innovation. (C)
- 8.00 **GROWING PAINS**
Trudy and the Hollingsworths begin their cycling holiday in France, but what is Mark up to back in England? Anne Rogers guest stars. (C)

CHRONICLE TV

- 8.50 **TV HEROES**
The life and career of former Blue Peter presenter Peter Purves. (C)
- 9.00 **NEWS: (C) Regional News; Weather**
9.30 **INSIDE STORY**
Tom Bower unravels the tangled history of 'Tiny' Rowland, whose corporation Lonrho was described as "this unacceptable face of capitalism". (C)
- 10.20 **BARRY NORMAN AT THE CANNES FILM FESTIVAL**
A special report from the prestigious event.
- 11.00 **FILM: MARCH OR DIE (1977)**
Romantic melodrama. Gene Hackman stars.
- 12.45 **WEATHER**
12.50 **CLOSE**
2.15 **BBC SELECT: ACCOUNTANCY TELEVISION**
3.15 **BBC SELECT: LEGAL NETWORK TELEVISION**
3.45 **CLOSE**

High hopes

A SPECIAL Film 93 report from the most generous of festivals, sees the world once again descend on the South of France. Britain has high hopes of glory with Kenneth Branagh's *Much Ado about Nothing* and Ken Loach's *Raining Stones*. **BARRY NORMAN AT THE CANNES FILM FESTIVAL (BBC1, 10.20pm)** looks at these and Peter Greenaway's screening of *Baby of Macon*.

Among the stars expected to attend this glittering event are Arnold Schwarzenegger for his part in *The Last Action Hero* and Sylvester Stallone whose latest danger movie is called *Cliffhanger*.

- Which programme is on BBC1 at 6.00pm?
- How many programmes are on after midnight?
- Is the News on Teletex or Ceefax?



Capital letters and bold print make the programmes stand out.

What's on?

Lines

USING THE
NEWSPAPER FOR
REFERENCE



Choose a channel listing.

Start at the top and quickly glance down to the bottom.

Your eyes will catch the **BOLD** letters.

Find a film.

Answer these questions:

- What is the film called?
- How long does the film last?
- When was it made?
- Who stars in it?
- Do you think the film is worth watching?

See how quickly you can find the following programmes:

- Coronation Street
- News at Ten
- Neighbours
- your local news programme
- a film
- a documentary.



Newspapers also have details of radio programmes.

Find your favourite show.

You may also see these by the programmes:

- (T) = Teletex
- (C) = Ceefax
- (S) = Stereo
- (Rpt) = Repeat.

BBC Northampton
(FM:103.6-104.2 MHz) 1.10
Matthew Price. 4.00 Today. 7.00
Steve Riches. 10.00 Les Wood-
land. 12.00 As Radio 2.

The Hot FM (FM:96.6 MHz)
3.00 Drive Show. 7.00 Mark
Franklin. 9.00 Rock. 10.00 Chris
Farrell. 1.00 Overnight Success.

Supergold (AM: 1557 kHz)
1.00 Supergold Afternoon. 4.00
Neil Sedley's Drive Show. 7.00
Jukebox. 9.00 Evening Selection.
1.00 Overnight Success.

KCBC (AM: 1584 kHz (189m))
3.00 Tony Harrison. 6.00 Des
Barber's Six-Five Special. 9.00
Tim Haycock. 12.00 Nightwatch.

Radio Nine Valley 7pm The
Swing Era with Steve Joyce; 8.0
Wednesday After Eight; 10.0
Andy Cole; Midnight Cloedown.

The weather page



Use these tasks to:

- ▶ read for information
- ▶ use symbols to find out information
- ▶ read a conversion chart
- ▶ read a table for information.



The newspaper is a good place to check the weather forecast.

Here is an example of what the weather forecast looks like in a local newspaper.

Use the index to help you find the weather report.

You don't always have to read about the weather. Some newspapers have maps for you to look at. Instead of reading words you look at symbols.

Here is the same weather report for Norwich. This time it is a map with symbols.



Use the index to find the weather report in your newspaper.

Find out what the weather forecast is for: • tonight • tomorrow.



Explain to a tutor how you found out.

(15) on the map means 15 degrees celsius. That is the temperature.

The temperature is measured in celsius and fahrenheit.

(15) degrees celsius is the same as (59) degrees fahrenheit.

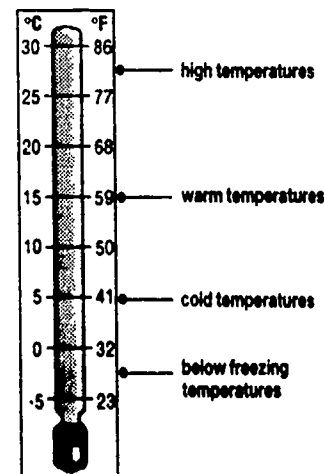
°C is short for degrees celsius.

°F is short for degrees fahrenheit.

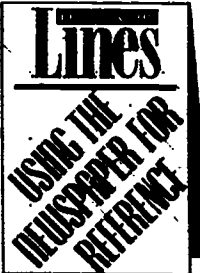
FORECAST
 BY NORWICH WEATHER CENTRE
 FORECASTER Paul Fielding says the rain should hold off for most of the day.

■ **TOMORROW**
 It will start with rain and mist but become brighter during the morning with sunny intervals. During the afternoon, clouds will thicken with a few showers by late evening. Temperatures will rise to 15C (59F) with a moderate south-east winds.

■ **TONIGHT**
 Dull with showers, heavy in places with the risk of thunder. Mild for the time or year with moderate southerly winds. Minimum temperature 8C (46F).



The weather page



Look at the conversion chart.

Answer these questions:

- If it is 20°C in Norwich what is the temperature in °F?
- Is 30°C hotter or colder than 32°F?

The newspaper also gives weather reports for:

- national weather – the country you live in
- international weather – the rest of the world.

These are usually in a table or a chart.

The temperature will be given for yesterday.

UK YESTERDAY											
	C	F		C	F						
Aberdeen	R	14	57	Douglas	S	14	57	Penance	S	13	55
Ambleside	S	13	55	Eastbourne	S	13	55	Scarborough	F	10	50
Anglesey	S	17	63	Edinburgh	S	14	57	Slagness	S	11	52
Blackpool	S	14	57	Glasgow	F	15	59	Southend	S	12	54
Bournemouth	S	14	57	Jersey	S	14	57	Tenby	S	14	57
Bristol	.	.	.	London	F	12	54	Torquay	F	14	57
Cromer	S	12	54	Manchester	S	16	61	Wester-S-M	.	.	.

KEY: C-Cloudy, D-Dull, Dr-Drizzle, F-Fair, Fg-Fog, C-Calm, R-Rain, S-Sun, Sh-Showers, S-Sleet, Sn-Snow, Th-Thunder

WORLD							
A'adam	22	72	clear	London	20	68	clear
Athens	23	73	clear	L. Angles	22	71	city
Auckl'd	20	68	rain	Madrid	23	73	rain
Bangkok	37	99	clear	Mexico	22	71	clear
B'ham	31	87	city	Miami	26	79	city
B'celona	21	70	rain	M'ntreal	27	81	city
Berlin	29	84	clear	Moscow	24	75	clear
B'rmouth	23	73	clear	Nairobi	25	77	rain
B'ussels	26	79	city	Nassau	27	80	city
B'zons	19	66	clear	N Delhi	42	107	clear
Cairo	24	75	clear	N York	34	92	city
Calgary	29	84	city	Nicosia	23	73	city
Chicago	24	74	clear	Oahu	24	75	clear
Cop'age	20	67	city	Paris	22	72	city
Dallas	12	63	clear	Perth	24	75	rain
Frank	27	81	clear	Rio	33	92	city
Geneva	20	68	rain	Rome	22	72	clear
Helsinki	20	68	clear	S Franc	15	59	rain
H Kong	28	82	clear	S'pore	32	90	city
H'olulu	30	86	clear	St'holm	21	70	city
Istanbul	16	61	rain	Sydney	21	69	city
Jakarta	32	90	rain	Tel Aviv	23	73	city
Jer'alm	20	68	city	Tokyo	26	79	city
Jo'burg	24	75	clear	Toronto	28	83	city
Kiev	24	75	clear	V'cover	16	61	clear
Lima	22	72	clear	V'na	24	75	clear
Lisbon	18	64	rain	Warsaw	26	79	clear



See if there is a table for the UK in your newspaper.



Using the key write down what the weather was like in London and Manchester.

Look at the table for the world.

Using the key write down what the weather was like in Paris and Delhi.

Over the next week keep a note of the weather report and what really happens for your area.

Are the weather reports correct?

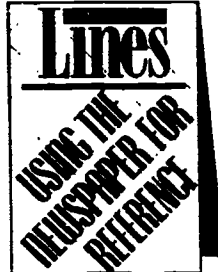
Watch the weather report after the local news on television. Is it the same or different to the newspaper report for the same night?

RECREATION

WALKING TOMORROW
 (Yorkshire Coast): Cloudy and misty with hill fog and drizzle at first. Cloudy throughout the day with one or two showers.
 (Lake District): Cloudy breaking through to allow sunny spells. Dry and warm.
 (Peak District): Cloudy start but sun breaking through later in the day.

SAILING TOMORROW
 (East Coast): Northeast wind force 5-6, cloudy with some rain. Visibility moderate. Sea state moderate.

Telephone lines – how much do they cost?



Use these tasks to:

- ▶ work out the price of telephone calls
- ▶ understand the difference between types of telephone numbers
- ▶ get information from reading.



Many newspapers have telephone line adverts.

You can call the number for:

- recorded information
- advice and help

The cost of a call depends on the type of the number.

Here are some examples:

YOUR PAPER
If you want to place a regular order for the Evening News, have it posted to you anywhere at home or abroad, or have any delivery problems, ring Wendy Harvey on Norwich 300999.

SOAP UPDATE line
All the latest news and gossip on
CORONATION STREET
Emmerdale Home and Away
Brookside ELDORADO
East Enders Neighbours
RING 0891 871 423
All calls charged at the per minute cheap rate. No per minute at other times

0891 881 485
LOVE & COMPATIBILITY: 0891 881 485



Read the adverts.

Answer these questions:

- How much will it cost to phone for a Council Tax Benefit leaflet?
- How much will it cost to hear the gossip about Brookside for 3 minutes cheap rate.
- How much do you think a 3 minute call to Wendy Harvey will be?
 - the same as a 3 minute call in Norwich.
 - the same cost as an 0891 number.



Check your answers with a tutor

See how many telephone line numbers you can find in your newspaper.

How many are:

- 0891 numbers
- 0800 numbers
- ordinary local numbers



Write a telephone line message for one of the soaps in the advert.

Reference tasks plus!



- A** Scan the sports page. Write a list of all the towns and cities in the UK that are mentioned. Use the index for a road map or atlas to find all the places on your list.
- B** Plan a tour or visit for a stranger to your town, village or city. Draw a sketch map of the centre or an area of interest. Find as many photographs, articles and adverts in the newspaper that could be used as part of your guide.
- C** Look for articles and stories about international news. On a map of the world find the countries and cities that are mentioned.
- D** Use the sports page of the newspaper to work out:
- how many goals are scored by a local football team in a season.
 - the racing form for your favourite horse.
- E** Next time you are planning to go on a long car journey, look for the details in the Community Information section that will help you.

For example: the weather forecast, road watch reports, lighting up times.

Using a road map, plan the route you will take.

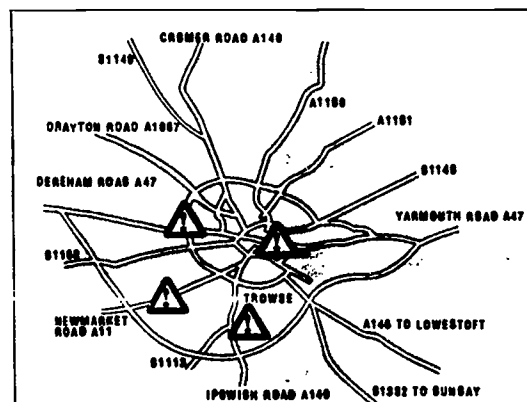
Check the newspaper for any traffic problems, for example, road works or diversions.

Plan how long your journey will take and when you should set off to arrive before dark.

Check to see if the weather forecast is good or not. Will the forecast change the type of journey you will have?

Explain what you have found out to a tutor.

Also try giving directions to someone going on the same journey.



TRAFFIC WATCH

A guide to the places it's best to avoid

■ Lane closure on Newmarket Road between the Cingford bypass and the outer ring road for work on bus and cycle lane. 30mph speed limit between outer ring road and Poplar Avenue.

■ Right turn restrictions in Newmarket Road into Sunningdale, Branksome Road, Camberley Road and Claremont Road but not all at the same time.

■ Rose Lane will have lane restrictions while cables are laid.

■ Magdalen Street closed to through traffic between Tomb-

land and Cowgate for completion of improvement programme. Access to shops will be maintained.

■ Cattle Market Street, Norwich, near-side upward lane open but offside upward lane and downward lane still closed to through traffic. Traffic diverted via Rose Avenue, Market Avenue, Castle Meadow and Farmes Avenue.

■ Guardian Road closures in place due to roadworks. Off peak only.

■ Restrictions on Ipswich Road because of work by British Gas. Temporary traffic lights in operation.

A Unit C 6:3

B Unit C 1:1/6:1/7:2 Unit N 6:1

Reference tasks plus!



- F** Check the entertainment section for What's On this weekend. Plan a day out for yourself or your family. How much would the whole day cost including meals and transport? Make a record of how much you spend.
- G** Choose a film in the Cinema Guide or Entertainment Section of your newspaper. Decide which showing you want to go to. Work out how long the film is on for. Use the times on the advert to help you. Work out how much it will cost for you and your family/friends to go. Don't forget to include bus fares and any extras for the trip.
- H** Look for the cookery article in your local newspaper. Choose a recipe. Work out the amounts of ingredients you will need if you doubled the number of servings.

F Unit N 2:2/2:3/2:4

G Unit N 2:2/2:4/5:1

H Unit N 4:2/4:3

BETWEEN THE Lines

Between the Lines uses source material from local and regional newspapers from different parts of the country as a basis for developing literacy skills. Many of the tasks in the pack can be used in conjunction with the student's own local paper. Developed in an open learning format, *Between the Lines* can be used for:

- assignments
- developing skimming and scanning skills
- individual study
- indexing skills.

Tasks in the pack are linked to communication and numeracy competences.

Further copies are available from:

Adult Literacy and Basic Skills Unit
7th Floor, Commonwealth House, 1-19 New Oxford Street, London WC1A 1NU
Tel: 071-405 4017 Fax: 071-404 5038

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