

1.3 Keep instruction order and clarify a missing detail

Name: _____ Class: _____ Date: _____

Total: 24 marks

KEY WORDS note-taking 记笔记 • abbreviation 缩写 • clarification 澄清

Objective

Keep instruction order and clarify a missing detail. This is original GAC001-aligned practice, not an official assessment. All people, texts, records and instructions are fictional. These printed transcript and planning tasks do not supply a reviewed recording or assess spoken delivery. Oral practice requires a teacher to observe the actual speech.

1 Key knowledge and worked examples

■ Key knowledge: notes must preserve conditions and sequence

Selective **note-taking** 记笔记 keeps the information needed for an action. An **abbreviation** 缩写 should remain understandable to you later. Preserve negatives, conditions, sequence and units alongside important names and numbers. An arrow can mean a route or a sequence; define which meaning you are using.

A **clarification** 澄清 asks for missing or uncertain information. Ask a specific question when you know which detail is missing; if most of the message is unclear, request a fuller explanation. Restating lets the speaker confirm or correct your interpretation. A shortened note is useful only if it preserves the required meaning.

■ Source A: text or task brief

Tutor: To submit the visit proposal, first open the class folder and download the blank form. Do not edit the shared blank file. Save your own copy with your group code, complete the transport and access sections, and send that copy to me by Thursday at 16:00. I will then check it and reply. Do not book a vehicle until I have approved the plan.

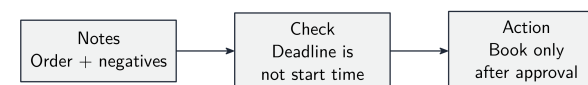
For Thursday's briefing, go through the main entrance, turn left at the library desk and use the first meeting room on your right. If that room is occupied, wait by the desk and ask staff; do not enter another group's room. A printed notice gives the briefing time, but the transcript here does not reproduce that notice.

■ Source B: response or review record

Lin's notes: "blank form → own copy/group code → transport + access → tutor Thu16:00 → reply/approval → book only after approval." His route notes read: "main entrance → left at library desk → first meeting room right; occupied = wait desk + ask staff."

Rui's message: "Edit the shared blank form, book the bus and then ask the tutor to approve. The briefing starts at Thursday's submission deadline. If the first room is full, choose any other room." Rui has not checked the separate printed notice. No vehicle booking approval has been given in this case.

■ Worked example: a condition cannot be recovered from an arrow alone



Known: submission has a Thursday 16:00 deadline, but vehicle booking depends on a later approval. Why retain "only after approval"? Sending a file is not the same as receiving permission. A bare arrow from submit to book would lose that condition.

The briefing time is on a separate notice and is absent from the supplied transcript. Ask where to check it rather than inventing 16:00 as the start. The route note should also retain the occupied-room instruction: wait by the desk and ask staff.

2 Practice

2.1 State which file students should complete and ONE detail required in its filename.^[2]

2.2 State the submission deadline and the separate condition required before booking a vehicle. ^[2]

2.3 Give THREE route or occupied-room instructions needed at the briefing. [3]

2.4 Explain why the briefing start cannot be set to 16:00 from this record, and write a polite specific request for the missing information. [3]

3 Exam-style questions

3.1 Correct THREE parts of Rui’s message: editing the shared blank, booking before approval and choosing another occupied-room alternative. Give a corrected action and reason for each. [6]

3.2 Write an 80–110 word confirmation to the tutor. Restate the file, sections, deadline, approval condition and occupied-room response, then ask specifically about the missing briefing time. Do not assume approval. [8]

Solutions

2.1 Their own saved copy rather than the shared blank file; group code.

2.2 Thursday at 16:00; tutor approval received before booking.

2.3 Award B1 each for three distinct supported actions: main entrance; left at library desk; first meeting room on right; if occupied, wait by desk and ask staff rather than enter another room. Preserve the condition for the last action.

2.4 16:00 is the submission deadline; the separate notice giving the briefing time is not reproduced. For example, ask where to check Thursday's briefing start time.

3.1 Award correction B1 and reason B1 per part. Save/complete an own copy: the shared blank must remain unchanged. Await tutor approval before booking: submission alone grants no permission. If the room is occupied, wait at the desk and ask staff: another group's room is not an authorised alternative.

3.2 Local analytic rubric, $8 \times B1$: own copy/shared-file distinction; group code; transport/access sections; Thursday deadline; no booking before tutor approval; route and occupied-room condition; specific request for unprovided briefing time; coherent truthful 80–110 word response. Example: "I will download the blank form and save my own copy with our group code, rather than edit the shared file. We will complete the transport and access sections and send the copy to you by Thursday at 16:00. We will wait for your reply and approval before booking any vehicle. For the briefing, I will turn left at the library desk and use the first meeting room on the right. If it is occupied, I will wait by the desk and ask staff. Could you please tell me where to check the briefing start time on the separate notice?"