

## Vocabulary

### Worksheet 2: Uses and effects of words

**Key point**

Knowing how to recognise key words helps you to understand the main points in a text. Writers always have an intention when they write, and it is important to know how to identify it.



#### Get started

1. Read the following sentences and circle the word that best describes their purpose.

a. All applicants coming for interview must bring their CVs.  
instruct / describe / persuade / explain

b. This is a well-prepared, tasty meal, thank you.  
instruct / describe / persuade / explain

c. It is a friendly, positive and supportive place to work.  
instruct / describe / persuade / explain

d. This is because it can be very time-consuming if the documents are not all brought in at the same time.  
instruct / describe / persuade / explain

2. Look again at the sentences in question 1 and circle the word or words in each sentence that helped you decide on the purpose of the text.



#### Watch out!

Many texts will have more than one purpose.

#### Hint

You can identify more than one word.



#### Try this

1. Read the text below and then answer the questions that follow.

If you are interested in applying for the job you must:

- read the advertisement carefully
- read the job description to see if you are suitable for the role
- complete the application form online by the closing date.

Applications will not be considered after the deadline. We do not accept CVs.



#### Hint

Texts to instruct people tend to use command verbs and straightforward language.

a. Circle **one** example of a command verb in the text.



b. Circle **one** example of straightforward language in the text.

c. Who is the intended audience of this text?

d. Identify **three** words or phrases that helped you identify who the audience is.

#### Hint

A command verb tells you what action to take.

**Guided**

2. Read the next section of the text.

If you are invited for interview, you must make sure you do the following:

- bring some photographic ID (for example, your passport or driving licence) and proof of address (for example, a bank statement or utility bill)
- read the information carefully and check if you are required to complete a test or prepare a presentation on the day
- bring at least one reference from a previous employer.

A written offer is sent to the successful candidate with an agreed start date within seven working days of their acceptance.

a. Identify the meaning of the following words. You may use a dictionary to answer this question.

- i. photographic ..... **has a photograph on it**
- ii. proof .....
- iii. carefully .....
- iv. reference .....
- v. acceptance .....



## Aim to pass

1. Read the following notices and then answer the questions below. Write your answers on a separate piece of paper.

NOTICE 1	NOTICE 2
<p>This kitchen area is used by everyone: keep it TIDY! Wash, dry and put away any plates, cups, cutlery and dishes you use.</p> <p>Do not eat or drink in the kitchen – other staff need to use it too.</p>	<p>We are lucky to have this kitchen area which everyone can use – let's keep it tidy.</p> <p>Please help us by washing, drying and putting away any plates, cups, cutlery and dishes you use so that others can use them.</p> <p>Please take your food and drink to the staff room as the kitchen is a small area and there is not enough room to eat and drink in it.</p> <p>Thank you.</p>

a. What is the main purpose of notice 1? (1 mark)

A To advertise the kitchen area.

B To persuade people to use the kitchen area.

C To tell you how to keep the kitchen area clean.

D To give instructions on how to use the kitchen area.

b. Which text is more instructive? (1 mark)

c. Give **two** words or phrases which support your answer to part b. (2 marks)

d. Which text is more persuasive? (1 mark)

e. Give **two** words or phrases which support your answer to part d. (2 marks)

f. Which text explains more? (1 mark)

g. Give **two** words or phrases which support your answer to part f. (2 marks)



## Rate yourself

How confident are you at recognising the uses and effects of words?



**Got it!**

Great! Move on to the next activity.



**Not there yet...**

Try one of the booster sheets for this worksheet.