EDSQ | Entry Level | At The Cafe 1



Useful Vocabulary

This is a list of vocabulary for this handout.

- Cappuccino
- Flat White
- Mocha
- Filter Coffee
- Herbal Teas
- Plant-Based Milk
- Vegan
- Gluten-Free Cakes
- Dietary Requirements
- Treat
- Delicious
- Strawberry Cheesecake
- Carrot Cake
- Chocolate Muffins
- Croissants

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You have been asked to create a poster about a new café in your area.

This activity is in three parts:

- Internet Research
- Update A Document
- Email

Follow the steps to complete the activity.

Internet Research

1. Use the Internet to find **ONE** image of a cappuccino coffee.

2. Use a search engine to find the address of an independent café near you.

3. Update the Internet Research Form with the details you found including the website address.

4. Save the Internet Research Form.

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Update A Document

You need a poster about a new cafe.

The poster must be clear and easy to read.

Open the Coffee Cafe poster document.

1. Add the following information in the correct location:

Strawberry Cheesecake

Carrot Cake

Chocolate Muffins

Croissants

Monday – Friday 8am – 5pm

2. Edit the following information:

Change the number 5 to display currency (£) with two decimal places.

3. Format the poster

a. Centre align the heading.

b. Change the colour of the heading to brown.

c. Change the font size of the heading to 36.

d. Make the headings (Drinks, Food, Special Offer, Opening Times) font size 16, bold and underlined

e. Change the font size for the body of the text to 12.

f. Use bullets the list of drinks and cakes

g. Insert your saved image of a cappuccino and resize it so all the information fits on one page.

h. Resize the image so it is 5cm in height

i. Centre align the image.

j. Save the poster with a suitable name.

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Email A Document

1. Create a new contact in your email contact list for **cafe@business.service**. Take a screenshot of this and add to the Email Document.

2. Create an email. You need to include:

a. Enter the email address.

b. Include a suitable subject.

c. Attach the updated poster.

d. Include a suitable message saying you have attached the information required.

e. Make sure you include a suitable greeting.

3. Take a screenshot of the email and add to the Email Document.

4. Save the Email Document.

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