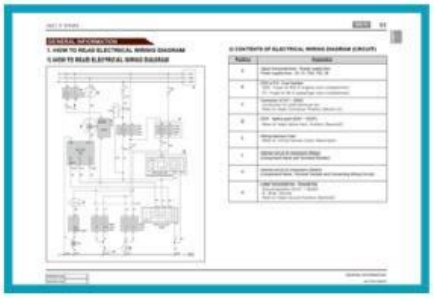
Vocational Education

Reading Repair Manuals

WARM-UP

1. What Can You Find in a Repair Manual? Look at the pictures of technical documents and answer the questions.







- What information can you find in a repair manual? _____
- Why is it important to read instructions before repairing a vehicle?

  _____
- Which specialists use repair manuals? _____

2. Match the manual sections with their purposes.

Manual section	Purpose
1. Safety information	A. Shows electrical connections
2. Troubleshooting	B. Explains possible problems and their causes
3. Specifications	C. Gives technical measurements
4. Wiring diagrams	D. Explains how to work safely
5. Repair procedures	E. Gives step-by-step instructions

VOCABULARY

3. Match the words (1–8) with the correct definitions (A–H).

1. Inspect	A. A technical detail about a part or system.
2. Replace	B. To examine something carefully.
3. Disconnect	C. A part of a machine.
4. Tighten	D. To remove an old part and install another one.
5. Troubleshooting	E. To separate two connected parts.
6. Specification	F. To make a bolt or nut firmly fixed.
7. Precaution	G. Finding the cause of a technical problem.
8. Component	H. An action taken to prevent danger or damage.

4. Suggest the most suitable equipment or safety measure for each situation.

disconnect	inspect	reconnect	replace	tighten	warning

1. Always read the safety _____ before starting the procedure. 2. _____ the battery before working on the electrical system. 3. _____ the damaged cable for signs of wear. 4. _____ the faulty component with a new one. 5. _____ the bolts according to the manufacturer's instructions. 6. _____ the electrical connections after the repair.

LIVEWORKSHEETS

READING

5. Read the text. Identify the main idea of the text; the structure of a repair manual; the purpose of different sections; the importance of technical specifications; the correct sequence of a repair procedure.

How to Read and Use a Vehicle Repair Manual

A vehicle repair manual is an important tool for every automotive specialist. It provides technical information about vehicle systems, maintenance, troubleshooting and repair procedures. Mechanics, auto electricians and body repair specialists use manuals to complete their work correctly and safely.

Most repair manuals have several sections. The introduction usually contains general information about the vehicle, including its model, engine type and year of production. The safety section explains important precautions. It may include warnings about hot surfaces, electrical systems and moving parts.

The troubleshooting section helps technicians identify possible problems. It often contains a list of symptoms, possible causes and recommended solutions. For example, if a car does not start, the manual may suggest checking the battery, starter motor or electrical connections.

Repair procedures are another important part of a manual. They present instructions in a logical order. First, the technician identifies the problem. Next, they prepare the necessary tools and check the safety instructions. Then, they follow the steps to inspect, remove, repair or replace a component. Finally, they check the system to make sure it works correctly.

Technical diagrams and illustrations make the instructions easier to understand. Automechanics use diagrams to identify engine components and mechanical connections. Auto electricians study wiring diagrams to understand electrical circuits. Body repair specialists use illustrations to locate damaged panels and understand repair requirements.

Manuals also provide technical specifications, such as measurements, fluid capacities and tightening torque. These details are important because incorrect measurements or procedures can cause damage.

Before starting any repair, technicians should check that the manual matches the vehicle model and production year. They should read the complete procedure, pay attention to warnings and follow the manufacturer's recommendations.

A repair manual is more than a book of instructions. It is a professional reference that helps specialists work accurately, safely and efficiently.



6. True or False? Correct the false statements orally.

1. Repair manuals are useful only for automechanics.
2. The safety section contains information about possible dangers.
3. Troubleshooting helps technicians identify possible causes of problems..
4. Repair procedures do not need to follow a particular order.
5. Wiring diagrams are especially useful for auto electricians.
6. Technical specifications can include tightening torque.
7. Technicians should check whether the manual matches the vehicle.



7. Put the Repair Steps in Order.



____ Check that the system works correctly.
____ Read the safety instructions.
____ Identify the problem.
____ Prepare the necessary tools.
____ Follow the repair procedure.

LIVEWORKSHEETS

8. Choose the correct answer.

1. What is the main purpose of a repair manual?
   a) To advertise vehicles
   b) To provide technical information and repair instructions
   c) To describe different car brands
   d) To sell spare parts
2. Where can technicians find possible causes of vehicle problems?
   a) Introduction
   b) Troubleshooting section
   c) Vehicle history
   d) Parts catalogue
3. What information can be found in the specifications section?
   a) Customer opinions
   b) Vehicle advertisements
   c) Measurements and tightening torque
   d) Workshop schedules
4. Why should technicians check the vehicle model and production year?
   a) To choose the correct repair manual
   b) To calculate the vehicle price
   c) To find the owner
   d) To select the vehicle colour

9. Read the following simplified extract from a vehicle repair manual. Answer the questions.

REPAIR MANUAL – BATTERY INSPECTION (Example extract)

Electrical system - Procedure:

- *Park the vehicle on a level surface and switch off the engine.*
- *Read the manufacturer's safety instructions.*
- *Check the battery case for cracks or visible damage.*
- *Inspect the battery terminals for corrosion.*
- *Check the battery using the manufacturer's recommended method.*
- *If a problem is identified, follow the appropriate service procedure.*

What should the technician do before starting?

_____

_____

What two visible problems should the technician look for?

_____

_____

LISTENING

10. Listen to the podcast "Following Repair Manual Instructions". Choose the correct answer.

1. What should a technician do first when a car does not start?
   a) Replace the battery immediately.
   b) Consult the correct repair manual.
   c) Remove the engine.
2. Which section helps identify possible causes of a problem?
   a) Troubleshooting
   b) Introduction
   c) Vehicle history
3. What does V mean in a technical manual?
   a) Volume
   b) Voltage (volts)
   c) Vehicle
4. Which specialist mainly uses wiring diagrams?
   a) Automechanic
   b) Body repair specialist
   c) Auto electrician

11. Match the abbreviations with their meanings.

Abbreviation	Meaning
1. mm	A. Volts
2. V	B. Newton-metres
3. Nm	C. Millimetres
4. kg	D. Kilograms
5. °C	E. Degrees Celsius

12. Complete the sentences with information from the podcast.

1. The manual must match the vehicle's model, _____ type and production year. 2. The troubleshooting section helps identify possible _____ of a problem. 3. An auto electrician usually works with _____ diagrams. 4. The abbreviation mm means _____.
5. Nm means _____.

LIVEWORKSHEETS

SPEAKING

13. Explain the Manual to Your Colleague. Choose one professional situation. Student A is an experienced technician; Student B is a new employee. Create a dialogue.







Situation 1 – Automechanic

A colleague needs to inspect an engine component. Explain how to find the relevant procedure in the repair manual.

Situation 2 – Auto Electrician

A colleague needs to understand an electrical connection. Explain how to use a wiring diagram.

Situation 3 – Body Repair Specialist

A colleague needs to repair a damaged body panel. Explain which manual information is important.

Useful language:

- First, find the correct section.
- Check the vehicle model and year.
- Read the safety instructions.
- Look at the technical diagram.
- Follow the procedure step by step.
- Pay attention to the specifications.
- Finally, check the result.

New employee: _____
Experienced technician: _____
New employee: _____
Experienced technician: _____
New employee: _____
Experienced technician: _____
New employee: _____
Experienced technician: _____
New employee: _____
Experienced technician: _____

make notes



WRITING

14. Imagine that you are a technician in an automotive workshop. Complete a short procedure explaining how to use a repair manual for a specific workshop task.

How to Use a Repair Manual for ...

First, check the vehicle _____ and find the correct _____. Next, open the _____ section of the repair manual. Find the correct _____ and identify the _____.Then, read the _____ instructions and identify the necessary _____. After that, follow the procedure and inspect the _____. Finally, check _____ and make sure the work follows the manufacturer's recommendations.

LIVEWORKSHEETS