

Practice 4

The community of Taman Manggis is organising a clean-up day. Here is a list of six persons and their allocated duties for the event. Read the texts and answer the questions that follow.

Clean-up Day Ad-hoc Committee and Duties

A – Rajan

- To organise food and drinks for all participants for the day. This includes a packed breakfast of *nasi lemak* and a packet of Milo followed by two mineral water bottles each
- To ask for sponsorships from nearby business owners for this purpose
- To get all arrangements settled by 10 October, three weeks from now

B – Lee

- To rent grasscutters for the event
- To list out and buy all needed items during the clean-up event, i.e. plastic bags, plastic bins, rakes, baskets, gloves and so on
- To rent two canopies for the usage of the participants for the officiating ceremony
- To rent plastic chairs and audio equipment

C – Ali

- To obtain all permits from the police and the town council for this event
- To arrange with the town council for clearance of the rubbish, using their lorry and workers

D – Nadia

- To get a team from the Red Crescent present for any emergency purposes
- To allocate a canopy for any emergency cases on that day
- To ensure all participants are at their respective areas during that day
- To ensure any children present are safe under parental surveillance and not in harm's way

E – Ram Singh

- To ensure all lists and funds are in by or before 10 October. Allocations to be done together with the treasurer
- To oversee all areas of work and allocate team leaders

F – Mimi

- To be in charge of the invited VIP guests and everything concerning them
- To ensure invitations are out, protocols are followed and speeches are in order

Questions 33 to 36

Which paragraph (A – F) matches the following statements?

Write your answers in the space given.

Statement	Paragraph
33 His duty is to get all the cleaning supplies for the event.	
34 She is in charge of all safety personnels for the day.	
35 All meals are organised by this person.	
36 He will ensure all funds are collected by the deadline.	

Questions 37 to 40

Complete the notes below using information from the text. Choose **no more than one word** from the passage for each answer.

Write your answers in the space given.

- Taman Manggis Clean-up Day**
- An (37) _____ committee has been set up to organise the event.
 - Special (38) _____ and town council permits are needed for the day.
 - There will be a VIP guest (38) _____ the ceremony.
 - Members from the Red Crescent will be on stand-by throughout the day in case of (40) _____.