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

LIVEWORKSHEETS

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)** _____.

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