



3. Order forms are used by business or companies as a convenient way of ..... from customers. They contain information about exactly how much a particular order will cost.
- A. reserving
  - B. taking order
  - C. ordering
  - D. keeping
  - E. saving

<b>SPECIAL SUBSCRIPTION OFFER FORM</b>	
Subscribe to "WOMAN LIBERTY" magazine that recently received the Top Brand Award From Society Of Fashion Designers.	
<input type="checkbox"/>	Yes! Send me "woman's Liberty" magazines for 1 year (12 issues) at just Rp.288.000, a saving of 20% off the full cover price of Rp. 30.000.
<input type="checkbox"/>	Payment enclosed
<input type="checkbox"/>	Bill me
Name	: Syaloom
Title	: Batik Designer
Company	: Kencana Sari Batik Boutique
Address	: Bancar Asri Street 11/16 Semarang
Please allow four weeks for first issue.	

4. Why did Syaloom complete this form ?
- A. To enroll in a design course
  - B. To apply for a designer
  - C. To receive magazine
  - D. To win an award
  - E. To offer an old magazine

5. How long will it take for the first issue to be received?
- One month
  - Two weeks
  - One week
  - One year
  - One day

6. What is the function of the form above...
- to make legally binding purchase agreements between the sellers and the buyers.
  - when a person wants to reserve his place or position at a place or an event.
  - to keep medical information about a patient that is under the care a hospital or a doctor. They also contain documentation of a patient's medical history and care.
  - Are used by business or companies as a convenient way of taking orders from customers
  - To maximize response in an unobtrusive and intuitive way from client.

Customer service : Good morning.  
 Customer : Good morning.  
 Customer service : How can I help you, Sir?  
 Customer : I want to know how to fill in the deposit slip?  
 Customer service : Well, first of all, you'll need to write your name, the date and your account number in the corresponding blanks on the deposit slip.  
 Customer : Ok. My name, the account number, and the date. Then?  
 Customer service : next to the first row, you'll see the word "cash". Write down the full amount of cash you are depositing in the blank space provided. And there's a box next to the word "cash" put a check in it.  
 Customer : All right. The amount of money and check the "cash". What's next?  
 Customer service : skip down to the last row of blanks. It should say "total", "net" or have a \$ sign to its left. Write the total amount of cast in the blanks.  
 Customer : Yes. Filling out the total. And after that?  
 Customer service : you have to take the deposit slip and cash to the bank teller and hand it over. The teller will deposit your cash and issue you a receipt.  
 Customer : Ok. Then I have to go to the teller. Thank you.  
 Customer service : You are very welcome, Sir.

7. What information do you need to write in a deposit form above...
- Name, date, account number, amount, put a check in "cash", write the total amount.
  - Name, date, beneficiary name, address, amount.
  - Name, address, age, check in time, check out time, cost.
  - Name, date, account number, age, occupation, amount, put a check in "cash"
  - Name, date, phone number, amount, total amount

1. Hi, my name is Mark Peterson. Just call me Peter.
  2. Excuse me. What's your last name?
  3. What do you do?
  4. Where do you live?
  5. Could I have your phone number, please?
  6. Where were you born?
  7. Sure. It's 022-7833626
  8. I am a secretary.
  9. Nice to meet you, Peter. I am Richard Burner. But please call me Richard.
  10. I was born in Sydney.
  11. I live at 12 Tebu Ireng Street.
  12. It's Burner.
8. Arrange the jumbled sentences above to make good dialogues.....
- A. 1-9-2-12-3-8-4-11-5-7-6-10
  - B. 1-10-2-12-3-11-4-9-5-7-6-8
  - C. 1-2-3-4-5-6-7-8-9-10-11-12
  - D. 9-1-12-2-8-3-3-11-7-5-10-6
  - E. 12-1-11-2-10-3-9-4-8-5-7-6
9. Purchase forms are used to make legally binding purchase agreements between the ..... and the buyers. They contain essential information such as the ..... of purchase, the terms of ..... and warranties.
- A. customer, lending, shipping
  - B. guest, cost, lending
  - C. sellers, cost, payment
  - D. sellers, ordering, taking order
  - E. clerk, cost, guarantee

<b>SPECIAL SUBSCRIPTION OFFER FORM</b>	
Subscribe to "BAZAAR" magazine that recently received the Top Brand Award <del>From</del> Society Of Fashion Designers.	
<input type="checkbox"/>	Yes! Send me "BAZAAR" magazines for 1 year (12 issues) at just Rp.288.000, a saving of 20% off the full cover price of <del>Rp.</del> 30.000.
<input type="checkbox"/>	Payment enclosed
<input type="checkbox"/>	Bill me
Name	: Anne Laurence
Title	: Fashion Design
Company	: Glamour Boutique
Address	: <del>Bancar</del> Asri Street 11/16 Semarang
Please allow four weeks for first issue.	

10. The magazine comes....
- A. Daily
  - B. Weekly
  - C. Monthly
  - D. Every three months
  - E. Every six months