

Exercise 8:

Questions 3-10

Complete the form below.

Write NO MORE THAN TWO WORDS AND/OR A NUMBER/or each answer.

Summer Music Festival **Booking Form**

NAME: Gootgc O'Noll
ADDRESS: 3.....Westsea
POSTCODE: 4,
TELEPHONE: 5.....

Date	Event	Price per ticket	No. of tickets
5 June	Instrumental group - Guitarrini	£7.50	2
17 June	Singer (Price includes 6.....in the garden)	£6	2
22 June	7..... (Anna Ventura)	£7.00	1
23 June	Spanish Dance & Guitar concert	8£.....	9..... .

NB Children/ Students/Seniors Citizens have 10..... discount on
all tickets

Exercise 9:

Questions 1-10

Complete the notes below.

Write NO MORE THAN TWO WORDS AND/OR A NUMBER for each answer.

West Bay Hotel - Details of job

Example:	Answer
- Newspaper advert for	<i>temporary</i> staff

- Vacancies for **1**.....
- Two shifts
- Can choose your **2**..... (must be the same each week)
- Pay: £5.50 per hour, including a **3**.....
- A **4**..... is provided in the hotel
- Total weekly pay: £231
- Dress: a white shirt and **5**..... trousers (not supplied)
a **6**..... (supplied)
- Starting date: **7**.....
- Call Jane **8**..... (Service Manager) before **9**.....
tomorrow (Tel: 832009)
- She'll require a **10**.....

Exercise 10:

Complete the notes below.

Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.

Job Enquiry

Example

• Work at: *a restaurant*

- **Type of work:** 1.....
- **Number of hours per week:** 12 hours
- **Would need work permit**
- **Work in the:** 2..... branch
- **Nearest bus stop:** next to 3
- **Pay:** 4 £..... an hour
- **Extra benefits:**
 - a free dinner
 - extra pay when you work on 5.....
 - transport home when you work 6.....
- **Qualities required:**
 - 7.....
 - ability to 8.....
- **Interview arranged for:** Thursday 9..... at 6 p.m.
- **Bring the names of two referees**
- **Ask for:** Samira 10.....

Exercise 11:

Questions 1-10

Complete the form below.

Write ONE WORD AND/OR A NUMBER for each answer.

Accommodation Form - Student Information

<i>Example</i>	<i>hall</i> of residence
Type of accommodation:	
Name:	Anu 1.....
Date of birth:	2.....
Country of origin:	India
Course of study:	3.....
Number of years planned in hall	4.....
Preferred catering arrangement:	hallboard
Special dietary requirements:	no 5.....(red)
Preferred room type:	a single 6.....
Interests:	the 7.....badminton
PrioritiesIn choice of hall:	to be with other students who are 8..... to live outside the 9..... to have a 10.....area for socialising
Contact phone number.	667549

Exercise 12:

Questions 1-6

Complete the notes below.

Write ONE WORD for each answer.



Example

Name: Andrea *Brown*

Address: 24 **1**..... Road

Postcode: BH5 20P

Phone: (mobile) 077 8664 3091

Heard about company from: **2**.....

Possible self-drive tours

Trip One:

- Los Angeles: customer wants to visit some **3**..... parks with her children
- Yosemite Park: customer wants to stay in a lodge, not a **4**.....

Trip Two:

- Customer wants to see the **5**..... on the way to Cambria
- At Santa Monica: not Interested in shopping
- At San Diego, wants to spend time on the **6**

Exercise 13:

Complete the notes below.

Write ONE WORD AND/ OR A NUMBER for each answer.

Transport Survey

Example

Travelled to town today: by bus

Name: Luisa **1**.....

Address: **2**..... White Stone Rd

Area: Bradfield

Postcode: **3**

Occupation: **4**.....

Reason for visit to town: to go to the **5**.....

Suggestions for Improvement:

- better **6**.....
- have more footpaths
- more frequent **7**.....

Things that would encourage cycling to work:

- having **8** parking places for bicycles
- being able to use a **9** at work
- the opportunity to have cycling **10**..... on busy roads

 Exercise 14:

Complete the form below.

Write ONE WORD AND/ OR A NUMBER for each answer.

Early Learning Childcare Centre Enrolment Form

Example

Parent or guardian: Carol *Smith*

Personal Details

Child's name: Kate

Age: **1**.....

Address: **2**Road, Woodside, 4032

Phone: 3345 9865

Childcare Information

Days enrolled for: Monday and **3**.....

Start time: **4**..... am

Childcare group: the **5**.....group

Which meal/s are required each day? **6**.....

Medical conditions: needs **7**.....

Emergency contact: Jenny **8** Phone: 3346 7523

Relationship to child: **9**.....

Fees

Will pay each **10**.....

 Exercise 15:

Questions 1-6

Complete the notes below.

Write ONE WORD ONLY for each answer.

Thorndyke's Builders

Example

Customer heard about Thorndyke's from a *friend*

Name: Edith **1**.....

Address: Flat 4,
2..... Park Flats
(Behind the **3**.....)

Phone number: 875934

Best time to contact customer: during the **4**.....

Where to park: opposite entrance next to the **5**.....

Needs full quote showing all the jobs and the **6**.....