UNIT 14 2º Q OFFICE ADMINISTRATION

RENTING A CAR

1. COMPLETE THE CAR RENTAL

New message

To: Ellie
From: David
Subject: Car Rental

Hi Ellie,
I'll need to rent a car while I'm in Glasgow. Please arrange for me to pick it up at Glasgow Airport on 19th September. I'll drop it off there, too. I usually rent an intermediate class car, but this time I'm travelling alone, so I'll take a compact class car. My plane lands at 09:00. Please book the car for 09:30. My return flight is at 17:15 on 22nd September. I'll drop the car off at about 15:30. I'd like an automatic car, but if there aren't any available, manual will be fine.
Thanks,
David West

RENT A CAR

Driver's Name: 1. .....

Rental period: From: 2. .....
To: 3. .....

Pick-up point: 4. .....
Time: 5. .....

Drop-off point: 6. .....
Time: 7. .....

Class of car: ☒ Compact ☐ Intermediate

Type of car: ☒ Automatic ☐ Manual

2 COMPLETE THE SENTENCES

automatic car • compact car • driving licence
drop-off point • identification • insurance • park
intermediate car • manual car • pick-up point
rent • unlimited mileage

1. Don't worry. You can ..... your car right outside the office.
2. The public transport system isn't very good, so you should ..... a car.
3. I'd like to collect the car from the ..... at the airport.
4. I'll return the car to the ..... outside the train station.
5. You will need to show some ..... to prove who you are.
6. You can't drive a car if you don't have a ..... .
7. It's always a good idea to buy ..... , just in case you have an accident.
8. The car rental company offers ..... , so you can drive around as much as you like.
9. I don't think a ..... will be big enough for the five of us. Let's get an ..... .
10. It's easier to drive an ..... but most people learn to drive a ..... .

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LIVEWORKSHEETS