

2 Letters and numbers

Start here 1  04 Listen and correct the four mistakes in the business card.

Listening 2  05 Listen and complete the forms.



1

Surname	___ A ___ L ___
Company	___
Email address	___ q ___ @ ___ .com

2

Emergency service	FIRE
Address	___ E ___ S ___ Street
Postcode	___ 4 ___ N ___
Surname	___ A T ___ E ___ S



3

Customer service helpline

Problems with your product?
Phone CUSTOMER SERVICE HELPLINE

Full name	PIETER ___ R ___ U ___
Postcode	2 ___
House number	___
Model number	___ 8 ___

Speaking 3 Dictate and spell out details from your business card to your partner.

4 Put all the letters of the alphabet into the correct column.

three	eight	five	ten	two	EXCEPTIONS
B _ _ _	A _ _ _	I _	F _ _ _	Q _ _	_ _
_ _ _			_ _ _		

5 Work in groups. Have a spelling competition.

Team A: Make a list of ten countries. Check the spelling. Then ask Team B to spell them correctly.

Team B: Make a list of ten capital cities. Check the spelling. Then ask Team A to spell them correctly.

Example: How do you spell EGYPT? How do you spell TOKYO?