

**SECTION 1 Questions 1-10****Questions 1-10**

Complete the notes below. Write **NO MORE THAN THREE WORDS** and/or **A NUMBER** for each answer.

**GOODBYE PARTY FOR JOHN***Example**Date:**Answer**22<sup>nd</sup> December*Venue: **1** .....*Invitation (Tony)*

Who to invite:

- John and his wife
- Director
- the **2** .....
- all the teachers
- all the **3** .....

Date for sending invitations: **4** .....*Present (Lisa)*Collect money during the **5** .....Suggested amount per person: **6** \$ .....

Check prices for:  
- CD players  
**7** .....

Ask guests to bring:  
- snacks  
**8** .....

- coffee maker  
**9** .....

Ask student representative to prepare a **10** .....