Practice 4

Read the text and answer the questions.

Beata Bob
Hair heaven
4a Butcher Cut
UC8 4AP

2 Gettar Place
Enniware
UC8 2IC

Dear Ms Bob,

I am writing to ask if you would consider **1** ..... me a placement for two weeks as part of my work experience. If my application is successful, the school **2** ..... me to request that the placement to start on Monday 21 April.

I have always been interested **3** ..... hairdressing and during the last school holidays I helped **4** ..... at my aunt's hairdressing salon in Southend. I have definitely made up my mind that I would like to train **5** ..... a hairdresser when I leave school.

I am available **6** ..... interview any weekday after school or at any time on Saturdays.

Thank you for taking the time to read this letter. I look forward to hearing from you.

Yours sincerely

Hope Ferapost

Choose the correct option a, b, or c to complete the text

1	a) to offer	b) offer	c) offering
2	a) have asked	b) are asking	c) asked
3	a) about	b) in	c) for
4	a) out	b) there	c) myself
5	a) for	b) as	c) to
6	a) to	b) for	c) an

7 The document has been written in the

a) First person plural
b) First person singular
c) Second person singular
d) third person singular

8 Which word best describes the purpose of the document?

a) to inform
b) to inspire
c) to persuade
d) to instruct

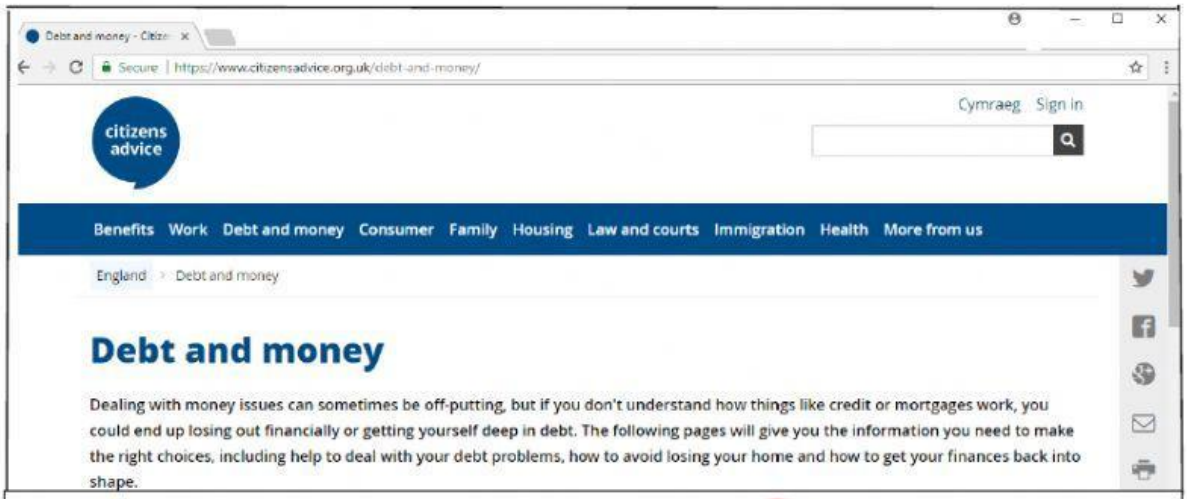
9 What type of document is it?

a) a leaflet
b) a letter
c) an email
d) an article

10 The first paragraph break, after 21 April, has been inserted because of a change in

a) time
b) topic
c) place
d) person

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Out of your depth?

FINAL NOTICE
OVERDUE

1. Being in debt is a nightmare but there is something you can do about it. Stage one is to sit down and add up all your bills to find out exactly how much you owe. Next make a list of all the money that comes in and how much goes out each month. Then **1** ..... your sums. How much do you have left each month after paying essential expenses? That's the amount you have left to start paying **2** ..... your debts.

2. You must pay your rent or you could lose your home. Council tax is another priority – at worst, you could go to jail for not paying this. Gas and electricity bill must be paid or you could find yourself cut off. The consequences of not paying credit card or store bills are generally less serious, although goods not paid for may be repossessed.

3. Don't look for quick fixes. Using a debt management service may seem an easy solution but don't forget you have to pay for their services and this money would be **3** ..... spent paying off your debts. Don't even consider borrowing more money from a loan company. You will be paying a massive rate of interest and just exchanging one debt for another.

4. You can keep your debts down by paying more than the minimum each month off your credit card. See if you can switch your credit card balance to a card that offers a lower interest rate. Try to pay regular bills by direct debit, so that you know exactly how much you're spending each month.

Choose the correct option a, b, or c to complete the text

1. a) add b) make c) do
2. a) off b) up c) in
3. a) well b) better c) over
4. The word ***consequences*** in the second paragraph could best be replaced with:
   a. orders
   b. rewards
   c. results
   d. penalties
5. The word ***fixes*** in the third paragraph could best be replaced with:
   a. arrangements
   b. solutions
   c. stickers
   d. deals

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6. What does the highlighted word this in the third paragraph refer to
    a. Your debt
    b. The money borrowed from the debt management company
    c. The cost of the debt managements company's services
    d. The interest on the loan
7. What is the purpose of the document?
    a. to inform
    b. to advise
    c. to instruct
    d. to persuade
8. There is a paragraph break after *debts* in paragraph 1 because of a change of:
    a. tense
    b. topic
    c. mind
    d. approach
9. How would you describe the document?
    a. a report
    b. a webpage
    c. an advertisement
    d. a leaflet
10. What person is the document written in?
    a. third person plural
    b. first person singular
    c. second person singular
    d. first person plural
11. The word repossessed in paragraph 2 means:
    a. reclaimed
    b. recovered
    c. replaced
    d. resorted
12. What verb form is used in paragraph **3?**
    a. infinitive
    b. passive
    c. imperative
    d. conditional
13. Where would the text be found?
    a. in an office
    b. on a notice board
    c. on the internet
    d. in a newspaper
14. What text features are used in the document?
    a. Numbers and italics
    b. Paragraphs and block capitals
    c. Paragraphs and bold text
    d. Italics and text boxes

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