

(Guide time 15 minutes)

Read the text and answer the questions.

The screenshot shows an email client window. At the top is a toolbar with buttons for Send, Attach, Save Draft, Spelling, and Cancel. Below the toolbar are fields for To: (Sharma321@hotmail.co.uk), Cc: (empty), and Subject: (Dining table set order). To the right of the To: field is a 'Show BCC' link, and to the right of the Subject: field is a 'Plain Text' link. Below these fields is a rich text editor toolbar with options for font (Arial), size (12), bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and outdent. The email body contains the following text:

Dear Mrs Sharma,

Just to let you know your order is ready for collection. Our opening times are Monday to Saturday from 9am to 8pm and on Sunday from 9am to 4pm.

You can pick up your dining table set from our Stratford branch. Please bring your bank card with you for proof of purchase. We are offering you £10 off your next order.

You must collect your order by Friday 27 August 2022.

Your sincerely  
George Peterson  
Furniture World Manager

- 1 This text is about:
  - a a delivery
  - b a collection
  - c Stratford
  - d a bank card
- 2 You can get £20 off your next order.

True

False

3 This text is:

- a an advert
- b an invitation
- c an email
- d a letter

4 This branch is open on Sunday.

True

False

5 What does this sign mean? €

- a dollar
- b pound
- c euro
- d and

6 Underline the date that you must pick up your order by.

7 What are the opening times on Tuesday?

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8 Which of these words matches the word CARD?

- a cart
- b card
- c cast
- d care