



12 Choose the correct words to complete the sentences.

- 1** Do you have a **head / top** girl and boy at your school? I don't think I'd like to be one. It's a lot of responsibility. You have to give a good example to everyone else!
- 2** If you're wondering what career to follow, you should go and talk to the careers **helper / adviser**.
- 3** My English friend has just become a **prefect / team leader**, which means that she can tell off the younger kids if they're doing something naughty. She loves it.
- 4** Mrs Baker isn't the head teacher, she's the **deputy / second** head. That means she takes over when the head teacher is away.
- 5** At college, my brother has a fantastic **speaker / lecturer** who manages to keep a hundred students interested in the topic he's talking about.

13 Choose the correct words to complete the head teacher's memo.

From: Head teacher's office
To: All teaching staff
Subject: attendance and discipline

15th March 2014



MEMO

There have been some problems at school recently. A number of students have been (1) **losing** / **cutting** classes and have been seen in the town centre during school time. As you know, this is not even permitted during free (2) **times** / **periods**. Regular (3) **attendance** / **arrivals** is vital for a student's progress, therefore you are reminded of the importance of (4) **writing** / **taking** the register regularly. This not only identifies absentees but flags up general (5) **regularity** / **punctuality** issues. Students who are continually late will be put in (6) **detention** / **confinement**. Such problems should also be (7) **raised** / **touched** in any tutorials you have with your students as it is important for our students to develop (8) **own-** / **self-**discipline at this stage. Please remind them that the first lesson of the day is compulsory and not optional. Another issue we need to be aware of is that students are increasingly (9) **forging** / **creating** sick notes to get out of sports activities or to be allowed to take (10) **time** / **periods** off school or fake doctor's appointments. Please be vigilant.