1 - Read the task and choose the correct option (A - D) to complete the sentences.

Community Centre Countdown

It's just 100 days until YOUR centre reopens. We're inviting people in the local area to come up with suggestions for classes and activities that will put the centre at the heart of the community. Ideas that appeal to different generations and across cultures are welcome.

Write an email with your suggestions to: Ms Gemma Hillier, Community Centre Manager

In this task ...

1 you are writing to someone you:
- **A** don't know.
- **B** know quite well.

2 the style should be:
- **A** very formal.
- **B** very chatty and informal.
- **C** more formal than to a friend.

3 the reader will be expecting:
- **A** a long list of ideas and suggestions.
- **B** three or four ideas with relevant reasons.
- **C** the names of people who will help out.
- **D** reasons for working at the centre.

2 - Choose the correct words to complete the sentences.

1 Why don't we **set up** / **setting up** a computer club?

2 How about **to create** / **creating** craft days?

3 It might be a good idea **we having** / **to have** a space for dance and exercise.

4 You could think about **introducing** / **introduce** live performances.

5 It would be a good idea **to put together** / **putting together** a programme of outdoor events.

6 I recommend **provide** / **providing** facilities for preparing food.

3 - Choose with suggestions (1 - 6) from Ex. 2 suit the reasons and examples (A - F) better.

A Crafts are popular and objects could be sold to raise money.

B Cookery is an important skill and it's fun to try different dishes.

C It would be good to show local talent through concerts and plays.

D Using the centre's outdoor area would bring the community together.

E It's important for people of all ages to increase their levels of activity.

F Technology is part of everyday life and we all need to update our skills.