

DATE: .....

NAME: .....



## EXERCISE 30

CLASS: .....



Read the passage carefully. Choose the correct answer from the words given and write its answer (A-K) in the space provided. The letter (I) has been omitted to avoid confusion during marking.  
(10 x 1 = 10 marks)

USE EACH WORD ONLY ONCE.

- |                   |                |               |
|-------------------|----------------|---------------|
| (A) understanding | (E) stationed  | (H) leave     |
| (B) assured       | (F) arranged   | (J) important |
| (C) assignments   | (G) travelling | (K) remedial  |
| (D) messages      |                |               |

15 May 2010

Miss Nancy Jackson

Form Teacher of Primary 3A

Dear Miss Jackson,

Please be informed that I will be **1** \_\_\_\_\_ to Australia with my son, Joel, on 4 June 2010. We will be back by 29 June 2010. During this period, Joel will not be able to attend any **2** \_\_\_\_\_ classes or choir practices that the school has arranged.

I seek your **3** \_\_\_\_\_ in this matter as I am taking Joel to visit his father who is **4** \_\_\_\_\_ there. They have not seen each other for almost eight months and it is only during this time that his father will be able to take **5** \_\_\_\_\_ to tour with us.

Kindly send the holiday **6** \_\_\_\_\_ to us by post. Please be **7** \_\_\_\_\_ that Joel will complete his work and hand them to you when school reopens.

Should you have any **8** \_\_\_\_\_ matters to inform us, you may contact my brother, Mr Ashley Matthews, at 9012 3456 to pass him the **9** \_\_\_\_\_. We have **10** \_\_\_\_\_ to keep in touch with each other via email weekly.

Thank you very much.

Yours sincerely,

Mrs Melissa Graham