

## MARK THE SENTENCES AS FORMAL (F) OR INFORMAL (I).

1. a Has the principal been informed about the incident? F I  
b Has anyone called the principal and told her what happened? F I
2. a If you want to know more, drop me a line. F I  
b Should you require more information, do not hesitate to contact me. F I
3. a Applicants for the scholarship should have a strong interest in jazz. F I  
b You need to be into jazz to get the scholarship. F I
4. a When was the university set up? F I  
b Do you happen to know when the university was established? F I
5. a There's no way I'll finish the essay tonight - there isn't enough time. F I  
b I am afraid there is too little time for me to complete the assignment tonight. F I
6. a This study has been conducted annually for five years. F I  
b Someone has carried out this study every year for five years now. F I
7. a Sometimes people think that teenagers are childish and don't take them seriously. F I  
b Sometimes teenagers are thought to be too immature to be taken seriously. F I
8. a Students caught using a mobile phone during the exam will be removed from the room.  
b If a teacher catches you using a mobile during the exam, he/she'll ask you to leave the room. F I



COMPLETE THE SECOND SENTENCE WITH THE WORD IN THE BOX SO THAT IT HAS A SIMILAR MEANING TO THE FIRST. THERE ARE **TWO** EXTRA WORDS.

accessible      additional      dressed      evaluated  
graduated      judging      return      unlikely

1. You won't get any marks if you hand in your project late.

Projects submitted after the deadline won't be \_\_\_\_\_.

2. After your lunch break, go back to the classroom.

Please \_\_\_\_\_ directly to the classroom after your lunch break.

3. Before going to school, make sure you are wearing the right clothes.

Before leaving, check you are suitably \_\_\_\_\_.

4. I don't think that the government will postpone the educational reform by a year.

It is \_\_\_\_\_ that the government will postpone the educational reform by a year.

5. If you need more information, please talk to the school secretary.

\_\_\_\_\_ information can be obtained from the school secretary.

6. My sister was awarded a degree in Physics last year.

My sister \_\_\_\_\_-in Physics last year.

READ THE NOTE AND THE LIBRARY RULES. THEN USE THE INFORMATION IN THE TEXT TO COMPLETE THE STUDENT LEAFLET. USE **NO MORE THAN TWO WORDS** IN EACH GAP. THE WORDS YOU NEED DO NOT APPEAR IN THE NOTE.

Alex,

Thank you for agreeing to write the new library leaflet for first-year students. Here are the rules we need to explain. Can you make them more student friendly?

### University Library Rules and regulations

#### Access to the library

- A valid library card is required to access the library.
- Library cards are personal and non-transferable.
- In the case of loss or theft of a library card, the library should be notified immediately and a new card will be issued
- library cards need to be renewed annually.

#### Borrowing books

- Students are allowed to borrow up to 10 books at a time.
- The maximum loan period for books is three weeks.
- Books returned after the due date will be charged at 25 pence per day. .

#### Opening times

- Standard opening times:

Monday to Friday            8:00 a.m. to 8:00 p.m

Saturday and Sunday      9:00 a.m. to 2:00 p.m.

- The library reserves the right to change opening times on bank holidays.
- The latest news and current opening times for the library can be consulted on our website.



### Library Important Information for new students

You need a valid library card to \_\_\_\_\_ the library. Please remember that all cards are personal - you mustn't let \_\_\_\_\_ use yours. If your card is lost or \_\_\_\_\_ please \_\_\_\_\_ know as soon as possible and we'll give you a new one. You will have to renew your card \_\_\_\_\_ so talk to a librarian at the beginning of the next academic year about this. As a student, you may borrow a maximum \_\_\_\_\_ 10 books for three weeks. Please make sure you \_\_\_\_\_ them \_\_\_\_\_ on time. If you return them \_\_\_\_\_ a you'll have to pay a fine (25 pence per day). The Library is usually open from 8 a.m. to 8 p.m. on \_\_\_\_\_ and from 9 a.m. to 2 p.m. at the weekend. Please remember that the opening times \_\_\_\_\_ be different on bank holidays. Don't forget to \_\_\_\_\_ our website for the latest news.