

Questions 1-10

Complete the form below.

Write NO MORE THAN TWO WORDS AND/OR A NUMBER for each answer.

Pinder's Animal Park

Example: Enquiries about temporary work

Personal Details:

Name: Jane 1.

Address: 2. Exeter

Telephone number: 07792430921

Availability: Can start work on 3.

Work details

Preferred type of work: Assistant 4.

Relevant skills: Familiar with kitchen 5.

Relevant qualifications: A 6. certificate

Training required: A 7. course

Referee:

Name: Dr Ruth Price

Position: 8.

Phone number: 9.

Other: Applicant has a form of 10.

SECTION 1

Questions 1 – 10

Complete the form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Early Learning Childcare Centre Enrolment Form

Example

Parent or guardian: Carol*Smith*.....

Personal Details

Child's name: Kate

Age: **1**.....

Address: **2**..... Road, Woodside, 4032

Phone: 3345 9865

Childcare Information

Days enrolled for: Monday and **3**.....

Start time: **4**..... am

Childcare group: the **5**..... group

Which meal/s are required each day? **6**.....

Medical conditions: needs **7**.....

Emergency contact: Jenny **8**..... Phone: 3346 7523

Relationship to child: **9**.....

Fees

Will pay each **10**.....

SECTION 1

Questions 1-10

Complete the notes below.

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TOTAL HEALTH CLINIC

PATIENT DETAILS

Personal information

Example

Name Julie Anne*Garcia*.....

Contact phone **1**.....

Date of birth **2**....., 1992

Occupation works as a **3**.....

Insurance company **4**..... Life Insurance

Details of the problem

Type of problem pain in her left **5**.....

When it began **6**..... ago

Action already taken has taken painkillers and applied ice

Other information

Sports played belongs to a **7**..... club

goes **8**..... Regularly

Medical history injured her **9**..... last year

no allergies

no regular medication apart from **10**.....

SECTION 1

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Flanders Conference Hotel

Example

Customer Services Manager:*Angela*.....

Date available

- weekend beginning February 4th

Conference facilities

- the **1** room for talks

(projector and **2** available)

- area for coffee and an **3**
- free **4** throughout
- a standard buffet lunch costs **5** \$ per head

Accommodation

- Rooms will cost **6** \$ including breakfast.

Other facilities

- The hotel also has a spa and rooftop **7**
- There's a free shuttle service to the **8**

Location

- Wilby Street (quite near the **9**)
- near to restaurants and many **10**

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Transport Survey

Example

Travelled to town today: bybus....

Name: Luisa 1

Address: 2 White Stone Rd

Area: Bradfield

Postcode: 3

Occupation: 4

Reason for a visit to town: to go to the 5

Suggestions for improvement:

- better 6
- have more footpaths
- more frequent 7

Things that would encourage cycling to work:

- having 8 parking places for bicycles
- being able to use a 9 at work.
- the opportunity to have cycling 10 on busy roads.

SECTION 1

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Complete the notes below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

South City Cycling Club
<i>Example</i> Name of club secretary: Jim <i>Hunter</i>
Membership <ul style="list-style-type: none">• Full membership costs \$260; this covers cycling and 1..... all over Australia• Recreational membership costs \$108• Cost of membership includes the club fee and 2.....
<ul style="list-style-type: none">• The club kit is made by a company called 3.....
Training rides <ul style="list-style-type: none">• Chance to improve cycling skills and fitness• Level B: speed about 4..... kph• Weekly sessions<ul style="list-style-type: none">– Tuesdays at 5.30 am, meet at the 5.....– Thursdays at 5.30 am, meet at the entrance to the 6.....
Further information <ul style="list-style-type: none">• Rides are about an hour and a half• Members often have 7..... together afterwards• There is not always a 8..... with the group on these rides• Check and print the 9..... on the website beforehand• Bikes must have 10.....