

SECTION 1 Questions 1-10**Questions 1-10**

Complete the notes below. Write **NO MORE THAN THREE WORDS and/or A NUMBER** for each answer.

GOODBYE PARTY FOR JOHN*Example***Date:***Answer***22nd December**Venue: **1****Invitation (Tony)**

Who to invite:

- John and his wife

- Director

- the **2**

- all the teachers

- all the **3**Date for sending invitations: **4****Present (Lisa)**Collect money during the **5**Suggested amount per person: **6** \$

Check prices for:

- CD players

- **7**

- coffee maker

Ask guests to bring:

- snacks

- **8**- **9**Ask student representative to prepare a **10**