Content Grammar: LETTER / VOCABULARY CLOSE-UP U.11 Week 8 (Saturday)

Teacher Master Siwarak Suramonthon Date : _29_/_JAN_/2022

Name _____ Class M.5 / ____ No. ____

EXERCISE 1 : LETTER

Directions: Read the example letter and complete it with these words.

additionally	available	charge	delighted
forward	instructor	regarding	satisfactory

Dear Simon

Mrs Jones has asked me to write to you (1) _____ your request for information on sports facilities in the college and in our town.

I am (2) _____ to **inform** you that there are very good sports **facilities** in college, which I hope will meet your needs. We have a brand new climbing wall, which is proving very popular with our students. There are sessions with a(n) (3) _____ every morning and free sessions in the afternoon and early evening. We also have a running track, football pitches and basketball courts. There are clubs for all of these sports. (4) _____, there is a state-of-the-art gym, which is open 24-hours-a-day.

Other facilities, not (5) _____ in college, can be found in town, which is a 15-minute bus ride away. There is a **leisure** center with an Olympic size swimming pool and three tennis courts. And there is a very popular skate park at the other end of town, with more tennis courts nearby. All are free of (6) _____ for students.

I hope this answers your question and you find our sports facilities (7) _____. We look (8) _____ to welcoming you to the college in September.

Best wishes

Susan Field

LIVEWORKSHEETS

EXERCISE 2 : MATCHING

Directions: Match the phrases 1 - 8 to the phrases A - H to complete the sentences.

❑	1. Many people have little time...	(A) ...ranging from chef to swimming **instructor**.
❑	2. Doctors should **inform** patients...	(B) ...about the possible side effects of any drugs they prescribe.
❑	3. The hotel offers sporting **facilities**, ...	(C) ...the negotiations have been completed successfully.
❑	4. They plan to make the product...	(D) ...after work for **leisure** activities.
❑	5. She has had a number of different jobs, ...	(E) ...widely **available** in vending machines.
❑	6. The hotel operates a bus service...	(F) ...to the beach for a small **charge**.
❑	7. The company is being questioned...	(G) ...**regarding** its employment policy.
❑	8. We are **delighted** that...	(H) ...including a 50 meter swimming pool.

LIVEWORKSHEETS