

b. Bài tập thực hành

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Complete the form below.

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

Exercise 1:

Good Moves Accommodation Agency

*Call taken by: **Ben***

*Name: **1**.....*

*Telephone: **2***

*Heard about us from: **3***

Type of accommodation preferred:

***4***

*Number of people: **5***

Preferred location: Wants to be close to

***6***

*Price: maximum **7** £.....per person*

*(including **8**.....)*

Additional notes:

*I suggested Flat 3 at **9** Road in
Bampton*

*I will send further details to customer by
10*

Exercise 2:

Complete the form below.

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

International Booking Fair

Ticket Booking Form

First name: **Angus**.....

Last name: **1**.....

Address: **2**.....

Wallington, Oxford

Postcode: **3**.....

Phone number: **Home: 4**

5..... **0872 298 1191(Between 9 a.m and 6**..... **p.m.)**

Date of visit: **7**..... **7th**

Exercise 3:

Complete the form below.

Write ONE WORD AND/ OR A NUMBER for each answer

International Social Club Application Form

Name: **Jenny Foo**
Age: **21**
Nationality: **1.....**
Address: **2.....Road, Bondi**
Mobile phone: **3.....**
Occupation: **4.....**
Free-time interests: **Singing and 5.....**

Exercise 4:

Complete the form below.

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

KT Furniture Customer Order Form

Company name: **1**
Address: **2Trading Estate**
210 New Hampton Road
South Down
Contact number: **3 (mobile)**
Delivery option: **1 2 (no 4**)
Method of payment: **credit card** *Type:* **5**

Exercise 5:

Complete the form below.

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



Bookings

Date of arrival: 1.....

Family name: 2.....

Contact number: 3.....

Camp facilities: 4....., water and 5.....

Example: Answer
Length of stay: 5 nights

Exercise 6:

Complete the form below.

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

Car Insurance

Example	Answer
Name:	Patrick Jones

Address: 1.....Greendale

Contact number: 730453

Occupation: 2.....

Size of car engines: 1200cc

Type of car:

Manufacturer: Hewton

Model: 3.....

Year: 1997

Previous insurance company:

4.....

Any Insurance claims in the last five years?

Yes

No

If yes, give brief details:

Car was 5.....in 1999

Name (s) of other driver(s):

Simon 6.....

Uses of car. - social

- 8.....

Relationship to main driver:

7.....

Start date: 31 January

Recommended Insurance arrangement

Name of company: 9.....

Annual cost: 10 \$.....

Exercise 7:

Questions 6-10

Complete the form below.

Write NO MORE THAN THREE WORDS AND/ OR A NUMBER/ or each answer

Student Details

Name: Anita Newman

Address: 6
Room No.7.....

Other skills: Speaks some Japanese

Position available: 8..... at the English
Language Centre

Duties: Respond to enquiries and
9.....

Time of interview: Friday at 10.....a.m.