

Exercise 8:

Questions 3-10

Complete the form below.

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

Summer Music Festival Booking Form

NAME: *Gootgc O'Noll*

ADDRESS: *3.....Westsea*

POSTCODE: *4*

TELEPHONE: *5.....*

Date	Event	Price per ticket	No. of tickets
<i>5 June</i>	<i>Instrumental group - Guitarrini</i>	<i>£7.50</i>	<i>2</i>
<i>17 June</i>	<i>Singer (Price includes 6.....in the garden)</i>	<i>£6</i>	<i>2</i>
<i>22 June</i>	<i>7..... (Anna Ventura)</i>	<i>£7.00</i>	<i>1</i>
<i>23 June</i>	<i>Spanish Dance & Guitar concert</i>	<i>8£.....</i>	<i>9.....</i>

NB Children/ Students/Seniors Citizens have **10.....** discount on all tickets

Exercise 9:

Questions 1-10

Complete the notes below.

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

West Bay Hotel - Details of job

Example:

Answer

- Newspaper advert for **temporary** staff

- Vacancies for **1**.....
- Two shifts
- Can choose your **2**..... (must be the same each week)
- Pay: £5.50 per hour, including a **3**.....
- A **4**..... is provided in the hotel
- Total weekly pay: £231
- Dress: a white shirt and **5**..... trousers (not supplied)
a **6**..... (supplied)
- Starting date: **7**.....
- Call Jane **8**..... (Service Manager) before **9**.....
tomorrow (Tel: 832009)
- She'll require a **10**.....

Exercise 10:

Complete the notes below.

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

Job Enquiry

Example

- *Work at:* a restaurant

- *Type of work:* 1.....
- *Number of hours per week:* 12 hours
- *Would need work permit*
- *Work in the:* 2..... branch
- *Nearest bus stop:* next to 3
- *Pay:* 4 £..... an hour
- *Extra benefits:*
 - a free dinner
 - extra pay when you work on 5.....
 - transport home when you work 6.....
- *Qualities required:*
 - 7.....
 - ability to 8.....
- *Interview arranged for:* Thursday 9..... at 6 p.m.
- *Bring the names of two referees*
- *Ask for:* Samira 10.....

Exercise 11:

Questions 1-10

Complete the form below.

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

Accommodation Form - Student Information

<i>Example</i>	<i>hall</i> of residence
<i>Type of accommodation:</i>	
<i>Name:</i>	<i>Anu 1</i>
<i>Date of birth:</i>	<i>2</i>
<i>Country of origin:</i>	<i>India</i>
<i>Course of study:</i>	<i>3</i>
<i>Number of years planned in hall</i>	<i>4</i>
<i>Preferred catering arrangement:</i>	<i>hallboard</i>
<i>Special dietary requirements:</i>	<i>no 5</i>(red)
<i>Preferred room type:</i>	<i>a single 6</i>
<i>Interests:</i>	<i>the 7</i> <i>badminton</i>
<i>Priorities in choice of hall:</i>	<i>to be with other students who are 8</i> <i>to live outside the 9</i> <i>to have a 10</i> <i>area for socialising</i>
<i>Contact phone number.</i>	<i>667549</i>

Exercise 12:

Questions 1-6

Complete the notes below.

Write ONE WORD for each answer.



Example

Name: Andrea *Brown*

Address: 24 **1**..... *Road*

Postcode: *BH5 20P*

Phone: *(mobile) 077 8664 3091*

Heard about company from: **2**.....

Possible self-drive tours

Trip One:

- *Los Angeles: customer wants to visit some **3**..... parks with her children*
- *Yosemite Park: customer wants to stay in a lodge, not a **4**.....*

Trip Two:

- *Customer wants to see the **5**..... on the way to Cambria*
- *At Santa Monica: not Interested in shopping*
- *At San Diego, wants to spend time on the **6***

Exercise 13:

Complete the notes below.

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

Transport Survey

Example

Travelled to town today: by *bus*.....

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

Address: **2**.....White Stone Rd

Area: Bradfield

Postcode: **3**

Occupation: **4**.....

Reason for 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

Exercise 14:

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: 2Road, 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.....

Exercise 15:

Questions 1-6

Complete the notes below.

Write ONE WORD ONLY for each answer.

Thorndyke's Builders

Example

*Customer heard about Thorndyke's from a **friend***

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

Address: *Flat 4,
2..... Park Flats
(Behind the **3**.....)*

Phone number: *875934*

Best time to contact customer: *during the **4**.....*

Where to park: *opposite entrance next to the **5**.....*

*Needs full quote showing all the jobs and the **6**.....*