

### 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.....

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

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

## 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: **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**.....

 **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**.....