

8.1

Read the information about a girl who wants a weekend job.
Complete the information on the application form.
For questions 51 – 55, write the information on your answer sheet.

18 Tower Rd
Cardiff
Wales

Dear Sir/Madam

My name is Sally Wilkes. I was born in Canada and lived there for 16 years. I am now 17 years old and at the moment I am at college from Monday to Friday, so can only work weekends. I used to be a shop assistant at Star Fashions, Chester Street in Cardiff, but would now like to work in a coffee bar.

Yours faithfully

Sally Wilkes

PART-TIME JOBS

APPLICATION FORM

Name: **Sally Wilkes**

Address: **51**

Age: **52**

Nationality: **53**

Which days can you work? **54**

What type of work have you done before? **55**

8.2

Read the information about a student who wants to do a computer course.

Fill in the information on the application form.

For questions 51 – 55, write the information on your answer sheet.

My name's Jason Perry and I'm from Australia. I'm 19 years old and a student at City College. I read your advertisement in Today Magazine and would like to do one of your computer courses. I have lessons from Monday to Thursday, so I'm only free on Friday. I'm looking for a beginners course. Please send information to me at 22 Kings Road.

COMPUTER TRAINING COURSES

APPLICATION FORM

Name: **Jason Perry**

Address: **51**

Age: **52**

Nationality: **53**

Which day(s) do you want to
do a course? **54**

Where did you see our advert? **55**

Camera Club Meeting

13/10, 7pm

Room E203

Mike Green (Apex Cameras)

will speak about Photographing Animals

Club Secretary: Tim Harris

Rachel,

Mike phoned. He's going to arrive late. He'll be here at 7.30pm. He needs a map - can you post one to him? Also, please put a DVD player in the room - he wants to show a film. If he's interesting, we could invite him again to talk about photographing sport.

Thanks

Tim

RACHEL'S NOTES**Date of meeting:**13th October**Name of visitor:**

51

He will arrive at:

52

Subject of his talk:

53

He wants to use our:

54

Please send him:

55