

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 <input type="text"/>
Age:	52 <input type="text"/>
Nationality:	53 <input type="text"/>
Which day(s) do you want to do a course?	54 <input type="text"/>
Where did you see our advert?	55 <input type="text"/>

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