

DATE:

NAME:



EXERCISE 30

CLASS:



Read the passage carefully. Choose the correct answer from the words given and write its answer (A-K) in the space provided. The letter (I) has been omitted to avoid confusion during marking.
(10 x 1 = 10 marks)

USE EACH WORD ONLY ONCE.

- | | | |
|-------------------|----------------|---------------|
| (A) understanding | (E) stationed | (H) leave |
| (B) assured | (F) arranged | (J) important |
| (C) assignments | (G) travelling | (K) remedial |
| (D) messages | | |

15 May 2010

Miss Nancy Jackson

Form Teacher of Primary 3A

Dear Miss Jackson,

Please be informed that I will be **1** _____ to Australia with my son, Joel, on 4 June 2010. We will be back by 29 June 2010. During this period, Joel will not be able to attend any **2** _____ classes or choir practices that the school has arranged.

I seek your **3** _____ in this matter as I am taking Joel to visit his father who is **4** _____ there. They have not seen each other for almost eight months and it is only during this time that his father will be able to take **5** _____ to tour with us.

Kindly send the holiday **6** _____ to us by post. Please be **7** _____ that Joel will complete his work and hand them to you when school reopens.

Should you have any **8** _____ matters to inform us, you may contact my brother, Mr Ashley Matthews, at 9012 3456 to pass him the **9** _____. We have **10** _____ to keep in touch with each other via email weekly.

Thank you very much.

Yours sincerely,

Mrs Melissa Graham