

SECTION 1 Questions 1-10

Complete the form below.

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

<i>City Transport Lost Property Enquiry</i>	
Example	
Main item lost: <u> suitcase </u>	
Description of main item: black with thin 1 _____ stripes	
Other items:	a set of 2 _____ keys some documents a 3 _____ in a box a blue 4 _____
Journey Details	
Date and Time:	2.00-2.30 pm on 5 _____
Basic Route:	caller travelled from the 6 _____ to Highbury
Mode of travel:	caller thinks she left the suitcase in a 7 _____
Personal Details	
Name:	Lisa 8 _____
Address:	15A 9 _____ Rd, Highbury
Phone number:	10 _____

SECTION 2 Questions 11-20

Questions 11-14

Choose the correct letter, A, B or C.

- | | |
|---|---|
| 11 The next event at the hotel will be a | 13 Guests will start arriving at |
| A trade fair. | A 7.15. |
| B wedding. | B 7.30. |
| C party. | C 7.45. |
|
 | |
| 12 The number of guests will be | 14 The entertainment will a |
| A less than 50. | A live band. |
| B from 50 to 100. | B comedian. |
| C more than 100. | C magician. |

Question 15-17

Who will be responsible for the following jobs as the guests arrive?

*Choose **THREE** answers from the box and write the correct letter, A-E, next to Questions 15-17.*

- A** Susan
B Ahmed
C Gary
D Olav
E Monica

15 offer drinks to guests _____

16 take guests' coats and hats _____

17 show guests where to go _____

Questions 18-20

Complete the sentences below.

*Write **NO MORE THAN THREE WORDS** for each answer.*

General Instructions

In order to get the guest to move to the restaurant the hotel manager will **18** _____ .

Seating plans will be placed on each table and also in the **19** _____ .

There will be a total of three **20** _____ .