



Open cloze texts

- 5** Complete this blog. Write ONE word for each space.

Good Eats Blog about us contact

Hey bloggers,
Samantha here, and I've got a treat for you today. Most of **0) my** recent postings **1)** been about savoury meals, but today I thought I'd write about something sweet. I'm **2)** very keen on desserts **3)** there's one thing I can't say no to **4)** it comes to puddings. Banoffee Pie! It's my favourite! I don't mind **5)** it's made with a biscuit **6)** a pasty base, I can't get **7)** of it. Whoever thought of mixing toffee with bananas **8)** putting whipped cream on top of **9)** was a genius. It's a simple way to finish any meal. Post a comment and tell **10)** about your favourite dessert.

- 6** Complete these memos. Write ONE word for each space.

MEMO

To: All staff From: Mr Scott
Subject: Boardroom meeting Date: 25 January

I am planning the annual company meeting **0) to** discuss our new product range. The meeting is on Monday 20th **1)** 11 o'clock and it should last for two hours. I have checked **2)** holiday list and no one is scheduled to **3)** absent that day, but **4)** for some reason you cannot attend, **5)** please inform my office so I have **6)** accurate list of numbers.
Thank you.
Mr Scott, Managing Director

MEMO

To: Mr Scott From: John Wilson
Subject: Boardroom meeting Date: 25 January

I'm afraid I won't be able to attend the meeting. I have a doctor's appointment in the morning **7)** I cannot reschedule and then I **8)** meeting some clients at lunchtime. I will make sure that **9)** assistant is there and he can pass on any important information to **10)**
John Wilson

- 7** Complete this report. Write ONE word for each space.

REPORT

To: Alistair Fraser
From: Bill Hickson
Subject: Venue for graduation dinner

Introduction
The purpose of this report is to assess the choice of venue for the graduation dinner.

Regent Hotel
The Regent Hotel is **0) in** the city centre close to the metro. It has a function room **1)** is available for up to 100 people. The menu has got **2)** wide range of dishes and **3)** charge £15 per person for a three-course meal.

Highburgh Lodge
Highburgh Lodge doesn't have a function room but **4)** restaurant seats 80 people. The menu has four main dishes **5)** a three-course meal costs £12 per person. It **6)** located outside the city and is 10 minutes **7)** the nearest bus stop.

Recommendation
I **8)** recommend the Regent Hotel. Although the meal is **9)** expensive than at the lodge, there is a wider choice of dishes and the venue is bigger. Moreover, being in the city centre means **10)** transport would not be a problem.

- 8** Complete this postcard. Write ONE word for each space.

Hi Peter,

Greetings from Scotland! I'm visiting **0) my** cousins in Edinburgh **1)** the moment. I've already seen the castle and Holyrood Palace, **2)** Queen's official residence in Scotland. Tomorrow, we're **3)** to climb Arthur's Seat, **4)** extinct volcano in Holyrood Park, **5)** is a huge green area **6)** the middle of the city. There's so **7)** to see and do here and right now, as the city **8)** hosting its world famous festival. There are shows in venues all over the city and even on the streets! I'm having the best time!
I can't wait **9)** show you all the pictures I **10)** taken.
See you when I get home,
Owen