

MOCK PRACTICE 1

DATA FILE

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Rules for the annual joint-school Christmas ball 2005

List of Rules for the Annual Joint-school Christmas Ball 2005

Participants SHOULD:

- dress up.
- prepare a Christmas present not more expensive than \$50.
- bring their admission ticket.
- arrive at the School Hall by 6:30 p.m..
- switch off their mobile phone when they are in the School Hall.

Participants SHOULD NOT:

- bring alcoholic beverages
- take photos in the School Hall.
- smoke in the School Hall.
- stay in the School Hall after 10:00 p.m..

An e-mail from Carmen to Janet

Date: Sat, 20th Nov 2006 10:27:05+0800
From: Carmen Ho <carmenho@rosemary.edu.hk>
To: Janet Lam <janetlam@rosemary.edu.hk>
Subject: Christmas ball (Things I want you to help me with)

Dear Janet,

There are two major things that I would like you to help me with:

1. Can you help me prepare the agenda for the coming meeting? You can find some of the basic information at the bottom part of the minutes that I attached. Besides, I have attached the agenda for the meeting (held on 18th November 2006) for your reference. Please follow the format of that agenda closely. Also, I have just received a memo from Mr Wong (which is enclosed as well) about the change of date of the coming meeting, the addition of two discussion items, and some suggestions. Please make changes accordingly. Concerning the items to be discussed in the coming meeting, I think we will mainly talk about the number of admission tickets sold in both colleges, the progress concerning the invitation of the live band and the pop singers, together with the ways to decorate our hall.
2. Would you please also help me draft an e-mail to all the Form 4 to Form 7 students of our college? At the beginning of the e-mail, I want you to let our schoolmates know that this year we are going to organise a joint-school Christmas ball with St Marcus Boys' College. Then, please tell them the theme, date, time, and venue of the ball. Also, you need to tell them about the price of the admission tickets. There are two prices according to the number of tickets they purchase. Please make this point clear. Concerning the sale of admission tickets, I want you to let them know the dates (provide specific dates, e.g. 1st December 2006), time and venues. For the venues, I want all the spots which are available for booking during lunch time (12:30 – 1:30 p.m.) and after school (3:30 – 5:00 p.m.). Please check the attached booking regulations. Finally, please ask the students to contact either you or me if they have any questions (leave them our e-mail addresses) and say that we look forward to seeing them in the ball. I am sure you can find most of the information needed from the attached minutes.

Sorry for making so many requests and thank you very much.

Regards,
Carmen

Minutes of meeting among Carmen, Mr John Wong Li and Angus

Minutes of 2nd Christmas Ball Meeting

Date: 18th November 2006 (Thursday)

Time: 4:00 – 6:00 p.m.

Venue: School Hall, St Marcus Boys' College

Present: Mr John Wong, Carmen Ho, Angus Yeung

Issues discussed:

1. Details of the ball

- Theme : Cyber Christmas
- Date : 23rd December 2006 (Thursday)
- Time : 7:00 – 10:30 p.m.
- Venue : School Hall, Rosemary Girls' College

2. Price of admission tickets (in the form of rings)

- \$100 (1 ticket)
- \$180 (2 tickets)

3. Sale of admission tickets

- St Marcus Boys' College
 - Dates: Next Monday to Wednesday
 - Time: Recess (10:30 – 11:00 a.m.); Lunch time (12:00 – 1:00 p.m.)
 - Venues: Music room, Art room
- Rosemary Girls' College
 - Dates : Next Monday to Friday
 - Time : Lunch time (12:30 - 1:30 p.m.); After school (3:30 – 5:00 p.m.)
 - Venues: To be confirmed

4. Next meeting

- Date : 3rd December 2006 (Friday)
- Time : 5:00 p.m.
- Venue : School hall, St Marcus Boys' College

Booking regulations of classrooms and special rooms of *Rosemary Girls' College*

Booking Regulations of Classrooms and Special Rooms

- All normal classrooms can only be booked after school from 3:30 to 4:30 p.m. from Monday to Friday.
- Here are the time slots available for booking for special rooms

	Recess (10:15 – 10:45 a.m.)	Lunch time (12:30 – 1:30 p.m.)	After school (3:30 – 5:00 p.m.)
School Hall	✓	✓	✓
Music Room	✓	✗	✓
Covered Playground	✗	✓	(only from 3:00 to 4:30 p.m.)
Lecture Room	✗	✓	✓
Art Room	✓	✗	✓
Gymnasium	✓	✓ (only from 1:00 to 1:30 p.m.)	✓

- Remember to switch off all the lights, fans, and air-conditioners before you leave the rooms that you have booked.
- If you want to make a booking, you have to submit an application form to the General Office. The application forms are available in the General Office.

Agenda of the meeting held on 18th November 2006

Date: 18th November 2006 (Thursday)

Time: 4:00 p.m.

Venue: School Hall, St Marcus Boys' College

Issues to be discussed:

1. Details of the ball

- E.g. Theme, date, time, and venue

2. Price of admission tickets

3. Sale of admission tickets

- E.g. Dates, time, and venues

4. A.O.B.1e-1.70l.-.824 Tc-0.e.0001 TF4681 T1 4001 TF4ISf10 080 10 57346 67 3 1 T1 400.270.0001 TwIssues to be