

Longman Integrated  
Comprehension and  
Composition Series

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**Stage 6 Non-Fiction**

# People at Work

*Geoffrey Land*



**LONGMAN INTEGRATED COMPREHENSION AND COMPOSITION SERIES**

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Stage 6 Non-Fiction

# People at Work

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Longman

# I The Travel Agent

Everyone has an ambition to travel. But those who cannot do so themselves might find it interesting to work in a travel agency, arranging journeys for other people. Brian Lawley does this, working in a small travel agency in an industrial city. Most of his work is concerned with holidays, both at home and abroad. Every autumn, the agency sends out hundreds of booklets, full of attractive coloured photographs, describing the holidays that their customers will be able to have the next year. Soon, people begin to come into the office to book their holidays; perhaps a week's ski-ing in Austria in January, perhaps a cruise to the Caribbean in February, perhaps a seaside holiday in Spain in May, or a tour of North Africa. Brian often has to advise people on what holidays will be suitable for them, and they always have a lot of questions. Last year, for example, a lady of eighty-two wanted to book for a mountaineering holiday in the Alps, and Brian had great difficulty in persuading her that it would not be suitable. In the end, she decided to go for a Mediterranean cruise instead.

Arranging journeys for people who have to travel abroad on business is often very complicated, but Brian enjoys this work. For example, last spring Mr Perry, a director of a local chemical firm, went on a business trip, and Brian arranged it all for him. First, Mr Perry travelled to London by train, and stayed overnight in a hotel near the airport, because his plane left early the next morning. He flew to Frankfurt, in Germany, where he spent the morning discussing business. Then he went on by train to Zurich, where he stayed the night. After a meeting the next morning, he caught a plane for Tokyo, and spent three days there before going on to America. He had business in Seattle, Chicago and New York, and stayed some time in each of those places. From New York, he flew back to London and then home by train. The next day he telephoned the agency to thank Brian for arranging everything so well for him.

## SUMMARY

Write an account of Mr Perry's business trip. First make notes, then write one paragraph of about 80 words.

## COMPOSITION

Choose one of the subjects below. First make notes, and then write three paragraphs in 200-250 words.

(a) Describe a journey that you would like to make (if you had enough money!).

(b) Write the conversation between Brian and the old lady who wanted to go mountaineering.

## MULTIPLE CHOICE QUESTIONS

Choose the best answer in each exercise: (a), (b), (c) or (d).

Line references are to the text on the facing page. Sometimes the text provides or suggests the correct answer, sometimes it only gives a general context for the question. Attempt to choose the correct answer before referring to the text.

- 1 Who would like to work in a travel agency?  
(a) People who live in an industrial city.  
(b) People who would like to travel but cannot.  
(c) Ambitious people.  
(d) The people who go on holidays abroad.
- 2 When do the customers come into the office to book their holidays?  
(a) Early in the morning. (c) Every year.  
(b) In January. (d) Shortly after receiving the booklet.
- 3 But those who cannot do so themselves might find it interesting to work in a travel agency, arranging ..... journeys.  
(a) other peoples (b) other peoples' (c) other people's (d) other's (lines 1-3)
- 4 Every autumn, the agency sends out hundreds of booklets, describing the holidays that their customers ..... have the next year.  
(a) shall (b) will (c) can (d) must (ll. 5-7)
- 5 Brian had great difficulty in persuading her that it would not be suitable. It was difficult ..... her that it would not be suitable for her.  
(a) in persuading (b) to persuade (c) persuade (d) persuaded (ll. 14-15)
- 6 Mr Perry ..... on a business trip last spring.  
(a) should have gone (b) was going (c) thought of going (d) had to go (ll. 19-20)
- 7 The next day he telephoned the agency to thank Brian for arranging everything so well for him. He was pleased because it was ..... trip.  
(a) such a good (b) so good (c) so well (d) such good (ll. 28-30)
- 8 But those who cannot do so themselves might find it interesting to work in a travel agency, arranging ..... for other people.  
(a) travels (b) trips (c) going (d) ways (ll. 1-3)
- 9 Every autumn, the agency sends out hundreds of booklets, describing the holidays that will be ..... the next year.  
(a) probable (b) capable (c) permissible (d) available (ll. 5-7)
- 10 People come into the office to make reservations because they want to ..... a holiday.  
(a) go (b) make (c) take (d) pass (l. 8)
- 11 An ..... lady wanted to book for a mountaineering holiday.  
(a) old eighty-two (b) eighty-two-year-old  
(c) eighty-two years old (d) eighty-two years' (ll. 13-14)
- 12 ....., she decided to go for a Mediterranean cruise instead.  
(a) Lastly (b) At least (c) Eventually (d) Perhaps (ll. 15-16)

## SENTENCE STRUCTURE

Join these two sentences, without using 'and', then check your answer against the text.

He flew to Frankfurt, in Germany. He spent the morning there, discussing business. (lines 22-23)

## 2 The Baker

'Man cannot live by bread alone', says the proverb. But he needs bread in order to live. I am a baker, not because I can make a lot of money, nor because it is an easy life, but because I enjoy my work, and I can earn enough to live comfortably without too much worry. I make cakes;

5 I am proud to say that they are quite famous in the neighbourhood and my customers are always satisfied. This work, and supervising the machinery that prepares the bread, fills my working day. Many housewives have to go out to work these days, and they are glad to come to our shop for cakes which look and taste just like those that their mothers  
10 used to make at home. I heard one man (his wife always buys my cakes) talking proudly about his wife's cooking. 'We never eat cakes bought from a shop,' he said.

My father was a baker, too, and my grandfather before him. But they did all the hard work by hand, while we have machines which work  
15 more quickly and efficiently than men. In the bakery, we still prepare the dough for the bread at night, mixing the flour and the yeast with the other ingredients by machinery instead of by hand. We keep it at a fixed temperature. At five o'clock in the morning, the actual work begins. Two men watch as a machine cuts off pieces of the dough, and  
20 weighs them to the correct size for a loaf of bread. The men quickly shape these pieces by hand, and put them into tins which have already been prepared by another machine. A moving belt carries these along very slowly in the direction of the oven, so that even before the actual cooking begins, the dough has risen and the tins are half full. The  
25 oven is filled, the door is shut, and then the only thing left to do is to wait for the bread to cook. The finished loaves are larger still, of course; brown and crusty. They smell delicious and they taste even better!

### SUMMARY

Describe how bread is made in this bakery. First make notes, then write one paragraph of about 80 words.

### COMPOSITION

Choose one of the subjects below. First make notes, then write three paragraphs in 200-250 words.

(a) Imagine that a very important person is coming to your house for a meal. Say what you will offer him to eat, and describe your preparations for the meal.

(b) The baker enjoys his work. Write about *your* work, and say why you enjoy it.

## MULTIPLE CHOICE QUESTIONS

Choose the best answer in each exercise: (a), (b), (c) or (d).

- 1 Why does the baker enjoy his work? Because
  - (a) he doesn't have to work very hard.
  - (b) his cakes and bread are famous.
  - (c) he has no financial problems.
  - (d) his shop is comfortable.
- 2 Why did the man talk so proudly about the cakes he ate at home? Because
  - (a) he didn't like the cakes that the baker made.
  - (b) his wife made wonderful cakes.
  - (c) he didn't know that his wife bought their cakes from the baker.
  - (d) the cakes he ate at home were not bought from a shop.
- 3 I heard one man ..... wife always buys my cakes talking proudly about his wife's cooking.
  - (a) who's (b) whose (c) that's (d) that (lines 10-11)
- 4 In the bakery, they mix the dough by machinery, but they ..... it by hand.
  - (a) used to mix (b) mixed (c) were mixing (d) had mixed (ll. 15-17)
- 5 The tins are prepared ..... the pieces of dough are put into them.
  - (a) when (b) as (c) after (d) before (ll. 21-22).
- 6 A moving belt carries these along very slowly ..... the oven.
  - (a) by (b) towards (c) near (d) through (ll. 22-23)
- 7 The finished loaves are larger still. The finished loaves are .....
  - (a) quite larger (b) always larger (c) yet larger (d) even larger (l. 26)
- 8 I enjoy my work. The baker finds his work .....
  - (a) enjoying (b) happy (c) pleasant (d) joyful (l. 3)
- 9 I am proud to say that these cakes are quite famous. The cakes are ..... famous.
  - (a) completely (b) absolutely (c) very (d) rather (l. 5)
- 10 The baker has customers but a professional man gives service to his .....
  - (a) buyers (b) dealers (c) patients (d) clients (l. 6)
- 11 Many housewives have to go out to work .....
  - (a) nowadays (b) contemporarily (c) in the meantime (d) actually (ll. 7-8)
- 12 I heard one man talking proudly about his wife's cooking. He said that his wife was a good .....
  - (a) cooker (b) housewife (c) baker (d) cook (ll. 10-11)

## SENTENCE STRUCTURE

Rewrite this sentence using 'while', then check your answer against the text. They did all the hard work by hand, but we have machines which work more quickly and efficiently than men. (lines 13-15)



### 3 The Model

So you are attractive and you think you would like to be a model! Are you sure you are the right type? Are you fairly tall with a small waist? Are your bust and your hips more or less the same measurement? Have you got good legs? Yes? Well, these are only the basic requirements. First of all, make up your mind how you are going to begin. You can go to a model school, although such schools are expensive. There they will teach you how to make the best of yourself; how to make-up well, how to walk, how to look after your complexion and your hair. But you may not have enough money for this. What can you do? Have some photographs taken by a really good professional photographer who knows the fashion business. If you are not photogenic—well, there's nothing that even the best photographer can do for you. Oh—you *are* photogenic? Good! Now we can begin.

You can either become a house-model, or work free-lance. A house-model is an employee, like the salesgirls and the book-keeping staff. She is employed by a dress firm to show off clothes. These shows are for buyers from big stores or for the Press. It's a full-time job. But if you are more ambitious and want to earn a lot of money, you can become a free-lance model; that is to say, you will be paid by the hour for your services. All your work will come to you through a model agency, and you will not choose your clients. The agency will tell you where to go, at what time, and what you will have to do. It may be for a magazine or television advertisement, to model dresses in a smart hotel, or for a 'collection' show by a big fashion house. Whatever the occasion, your job will be to look as decorative as possible. You always have to appear to be enjoying yourself, even if you are being photographed outdoors on a bitterly cold day, wearing practically nothing. Are you tough enough for that?

#### SUMMARY

In not more than 80 words, describe the work of a house-model and a free-lance model. First make notes, then write one paragraph.

#### COMPOSITION

Choose one of the subjects below. First make notes, then write three paragraphs in 200–250 words.

(a) Fashion.

(b) Write an account of a fashion show or describe this year's fashions.

## MULTIPLE CHOICE QUESTIONS

Choose the best answer in each exercise: (a), (b), (c) or (d).

- 1 What type of girl can think of becoming a model?  
(a) A tall, thin, rich girl.  
(b) A photogenic girl, who is a good photographer.  
(c) A girl with the same measurements all over.  
(d) A girl who is attractive and photogenic.
- 2 What must a model be able to do? She must be able to  
(a) look attractive in photographs.  
(b) take good photographs.  
(c) talk about the fashion business.  
(d) afford a lot of money.
- 3 You can go to a model school ..... such schools are expensive.  
(a) and (b) so (c) but (d) as (line 6)
- 4 If you are not photogenic, even the best photographer can't do ..... for you.  
(a) nothing (b) anything (c) something (d) everything (ll. 11-12)
- 5 You will ..... all your work through a model agency.  
(a) take (b) make (c) arrive (d) get (ll. 20-21)
- 6 You always have to appear to be ..... a good time.  
(a) making (b) doing (c) having (d) enjoying (ll. 25-26)
- 7 Are you tough enough for that? No, I am ..... delicate for that.  
(a) more (b) little (c) very (d) too (ll. 27-28)
- 8 Are you sure you are the right ..... of person?  
(a) kind (b) shape (c) make (d) character (l. 2)
- 9 Are your bust and your hips more or less the same ..... ?  
(a) width (b) size (c) number (d) shape (l. 3)
- 10 First of all, ..... how you are going to begin.  
(a) remember (b) decide (c) prefer (d) wonder (l. 5)
- 11 At the model school, they will teach you how to look after your complexion.  
Your complexion is your .....  
(a) mind (b) brain (c) skin (d) colour (ll. 7-8)
- 12 But you may not be able to ..... all this.  
(a) afford (b) buy (c) waste (d) pay (l. 9)

## SENTENCE STRUCTURE

Join these two sentences, using the word 'either', then check your answer against the text.

You can become a house-model. You can work free-lance. (line 14)

## 4 The Librarian

What is a librarian? A person who sits at a little desk, talking in a very low voice, taking books from people who bring them back, making them pay if they have kept them too long, and stamping the date on books that are taken out? Certainly not! That is the work of the most junior employee in the library. To become a qualified librarian, you first have to work in a library for a year to get first-hand experience of the work. Then you go to a special library school, usually for two years. If you pass your exams successfully, you may apply for a senior post in a public library, or even at a university or research library. Many librarians are university graduates, and they only have to spend one year training instead of two.

Every English town (and many large villages too) has a public library. The Chief Librarian has the important task of deciding in which way to spend the money that is allocated to him by the council. He buys the books. So he must know the community he lives in, and which books the people there want and need most. A public library in a remote agricultural area, for example, would not have very much demand for a book on the problem of air pollution in large cities. However, people in the area may be studying any subject under the sun, and these students are often quite dependent on the services of their public library. Librarians are usually asked to advise on the design of new library buildings; so modern libraries are far more sensibly planned than those built last century. As libraries are open such long hours, the librarian's working timetable may be very different from that of his friends, and he may have a lot of free time during the day to compensate for the evenings when he has to work. But, having such an important position in the cultural life of his community, he can never grumble that his job is boring or unimportant.

### SUMMARY

Describe the work of a Chief Librarian. First make notes, then write one paragraph of about 75 words.

### COMPOSITION

Choose one of the subjects below. First make notes, then write three paragraphs in 200-250 words.

(a) Write about working in a book shop or about your own collection of books.

(b) Imagine that you have been given some money to buy three books. Say which three you would choose, and give your reasons.

## MULTIPLE CHOICE QUESTIONS

Choose the best answer in each exercise: (a), (b), (c) or (d).

- 1 What does the most junior employee in a library do?  
(a) Thinks and dreams about qualifying as a librarian.  
(b) Sits at a little desk.  
(c) Talks in a very low voice.  
(d) Takes in and lets out books.
- 2 Who can apply for a senior post in a municipal library?  
(a) Someone who has spent two years at a library school.  
(b) A university graduate, who talks softly and reads a lot of books.  
(c) Someone who has passed an examination and is rather old.  
(d) Someone who has trained as a librarian, and worked in a library.
- 3 You take a ..... course at a special library school.  
(a) two years' (b) two-year (c) two years (d) two year's (line 7)
- 4 The Chief Librarian has the important task of deciding ..... to spend the money.  
(a) when (b) where (c) why (d) how (ll. 13-14)
- 5 ....., people in the area may be studying any subject under the sun.  
(a) On the contrary (b) Instead (c) Moreover (d) On the other hand (ll. 18-19)
- 6 Modern libraries are ..... more sensibly planned than those built last century.  
(a) very (b) far (c) still (d) little (ll. 22-23)
- 7 He may have a lot of free time during the day to make ..... for the evenings when he has to work.  
(a) up (b) in (c) out (d) down (ll. 25-26)
- 8 Talking in a very low voice is .....  
(a) whistling (b) hushing (c) whispering (d) grumbling (ll. 1-2)
- 9 If the reader has kept a book too long, he has to pay a .....  
(a) penalty (b) sentence (c) bill (d) fine (ll. 2-3)
- 10 To become a qualified librarian, ..... you have to work in a library.  
(a) primarily (b) before (c) earlier (d) in the first place (ll. 5-6)
- 11 You may apply for a senior post in a library if you have not ..... your exams.  
(a) failed (b) fallen (c) stopped (d) missed (ll. 8-9)
- 12 University graduates have a .....  
(a) grade (b) degree (c) diploma (d) education (ll. 9-10)

## SENTENCE STRUCTURE

Rewrite this sentence, then check your answer against the text.

But he can never grumble that his job is boring or unimportant, because he has such an important position in the cultural life of his community.

But having ..... (lines 23-24)

## 5 The Solicitor

A solicitor is a lawyer who gives advice and legal help to his clients. However, he is not as a rule competent to appear in court and speak as an advocate. That is to say, he cannot defend his client in a court of law. Neither can he prosecute. These two jobs are done by another  
5 section of legal specialists—the barristers. The President of the Law Society, speaking once to a group of law students, said ‘Every client who comes into the office of a solicitor comes with a problem on his shoulders; he wants to go out of the office feeling that he has left his burden behind him—that is to say, with you. The removal of that  
10 burden is the service that the client pays us for.’

When a new client comes into his office, the solicitor has no idea what sort of problem he is bringing with him. So a solicitor’s life is never dull. Perhaps the client has got into trouble with the police for leaving his car in a prohibited area, or he may even have caused the  
15 death of someone in a road accident. He may be contemplating buying a small house, or investing hundreds of thousands of pounds in a big business venture. He may want to form a company; he may want to make his will. Obviously, as the solicitor has to deal with all these varied problems, he must be a friendly, sympathetic sort of person.  
20 To train as a solicitor, a candidate must be at least sixteen years old, and of a certain educational standard. He can then be ‘articled’ to a firm of solicitors. He will serve five years as an ‘articled clerk’, like any other apprentice. During this time, he will not earn very much money, it is true. But he will be trained to enter a profession in which there are  
25 quite good financial prospects. Having passed his exams at the age of twenty-three or twenty-four, he will become a salaried assistant. That is the first real step to becoming a partner in a firm of solicitors.

### SUMMARY

Say what sort of person should think of becoming a solicitor, and how he can train to become one. First make notes, then write one paragraph in about 75 words.

### COMPOSITION

Choose one of the subjects below. First make notes, then write three paragraphs in 200–250 words.

- (a) Imagine that you are talking to your solicitor about a problem that you have. Write the conversation (you may use one of the ideas given in lines 12–16).
- (b) Describe the work of any other person who gives advice and help.

## MULTIPLE CHOICE QUESTIONS

Choose the best answer in each exercise: (a), (b), (c) or (d).

- 1 What is the difference between a solicitor and a barrister?  
(a) A barrister does not help his clients.  
(b) A solicitor does not prosecute in court.  
(c) A solicitor is a lawyer, but a barrister is not.  
(d) There is no difference between them.
- 2 What service does a solicitor give his clients?  
(a) He listens to their problems sympathetically.  
(b) He removes burdens from their shoulders.  
(c) He helps them with their legal problems.  
(d) He defends them if they are prosecuted.
- 3 He can neither defend his client in a court of law ..... prosecute.  
(a) and (b) but (c) nor (d) so (lines 3-4)
- 4 Every client ..... comes into the office of a solicitor comes with a problem.  
(a) which (b) that (c) whom (d) as (ll. 6-7)
- 5 He may be thinking ..... a small house.  
(a) to buy (b) buying (c) about to buy (d) of buying (ll. 15-16)
- 6 He will serve five years as an 'articled clerk' ..... any other apprentice.  
(a) the same as (b) similar (c) resembling (d) just (ll. 22-23)
- 7 During this time he will earn ..... money.  
(a) small (b) a few (c) little (d) not much (l. 23)
- 8 However, he is not ..... competent to appear in court and speak as an advocate.  
(a) regularly (b) obliged (c) generally (d) ruled (ll. 2-3)
- 9 These two jobs are carried ..... by another section of legal specialists.  
(a) in (b) out (c) on (d) off (ll. 4-5)
- 10 These two jobs are done by another ..... of legal specialists.  
(a) branch (b) piece (c) sort (d) part (ll. 4-5)
- 11 When the client leaves the office, he should feel .....  
(a) lighter (b) less heavy (c) removed (d) relieved (ll. 8-9)
- 12 For the removal of the burden, the solicitor is paid a .....  
(a) sum (b) salary (c) fee (d) wage (ll. 9-10)

## SENTENCE STRUCTURE

Rewrite the following sentence, then check your answer against the text.

When he has passed his exams at the age of twenty-three or twenty-four, he will become a salaried assistant.

Having ..... (lines 25-26)

## 6 The Professional Footballer

Last week I bought a football for my little nephew. He was delighted with it, and ran out into the garden to kick it about. Two apple trees substituted for goal posts and I had to act as goalkeeper. He kept me busy there for more than an hour—and he is only five. Every boy has a natural impulse to kick a football about. And famous football stars are the gods of those little boys. How many dream that one day they will be gods too—professional footballers? If a schoolboy plays very well he may find himself in an important match, a schoolboy international for example. The big clubs send ‘scouts’ to these events to look for promising young players. An outstanding boy may be invited by a ‘scout’ to register with the club that he represents, as an ‘associated schoolboy’.

Clubs may register schoolboys over the age of thirteen, although they are not allowed to play in matches until they have reached the official school-leaving age. But they are well coached and trained. When one of these boys leaves school, he may, if he wishes, become an apprentice footballer to the team he has been associated with. Thus he is taught his job in the same way as any other apprentice; moreover, he is paid while he is being taught.

At eighteen the apprentice is compelled to make up his mind whether to become a professional or to return to being an amateur. This decision has to be very carefully considered. The ‘pro’ must remember that he will always have to face very strong competition from younger and perhaps better players, always waiting and anxious to take his place. There are about 9,000 professional footballers in Great Britain, and only a few of these can hope to become really famous. The professional footballer cannot work until he is sixty-five and then retire on a pension like other men. There are very few opportunities for retired footballers, and for those few posts there are always far too many applicants.

### SUMMARY

Say what decision an apprentice footballer must make when he is eighteen, and explain why that decision is important. First make notes, then write one paragraph in about 80 words.

### COMPOSITION

Choose one of the subjects below. First make notes, then write three paragraphs in 200–250 words.

- Write about the national sport of your country and how it is organised.
- Write a first person account of an interesting sporting event that you saw or took part in.

## MULTIPLE CHOICE QUESTIONS

Choose the best answer in each exercise: (a), (b), (c) or (d).

- 1 What did the writer and his nephew do last week?  
(a) They kicked a football into the garden.  
(b) They played for over an hour with a football.  
(c) They stood between two apple trees.  
(d) They were busy in the garden for more than an hour.
- 2 What is a 'football scout'?  
(a) A young and promising football player.  
(b) Someone who works for a big football club.  
(c) Someone who searches for new players at amateur games.  
(d) A spectator at a schoolboy international match.
- 3 I bought a football for my little nephew. I ..... a football.  
(a) bought for him (b) bought (c) bought him (d) bought to him (line 1)
- 4 How many little boys dream ..... professional footballers?  
(a) to become (b) becoming (c) of becoming (d) that they become (ll. 6-7)
- 5 Clubs ..... register schoolboys over the age of thirteen.  
(a) are allowed to (b) do (c) should (d) will (l. 13)
- 6 He is taught his job ..... any other apprentice.  
(a) such as (b) same (c) like (d) as (ll. 17-18)
- 7 There are ..... opportunities for retired footballers.  
(a) small (b) not much (c) only (d) not many (ll. 28-29)
- 8 The writer's nephew was ..... with the football.  
(a) glad (b) satisfied (c) contented (d) very pleased (ll. 1-2)
- 9 Two apple trees took the ..... of goalposts.  
(a) place (b) part (c) position (d) space (ll. 2-3)
- 10 A football match is a ..... of football.  
(a) play (b) party (c) competition (d) game (l. 8)
- 11 A schoolboy may get an offer from a 'scout' if he is an ..... player.  
(a) incredible (b) outside (c) experienced (d) exceptional (ll. 10-12)
- 12 The 'scout' may ..... the schoolboy to register with his club.  
(a) ask (b) tell (c) order (d) send (ll. 11-12)

## SENTENCE STRUCTURE

Rewrite this sentence, then check your answer against the text.

Moreover, they pay him while they are teaching him.

Moreover, he ..... (lines 18-19)



## 7 The Traffic Warden

City traffic is a great problem. More cars are produced every year and the streets are getting more and more crowded. So during 'rush hours', when people are going to or from their work, traffic is brought to a standstill. It has been suggested that 'commuters' (the people who travel to work every day from outside the city) should share their cars and give each other lifts. So each car would carry four or five people instead of only one. It is an excellent idea; however, so far nobody has been able to think of a way to compel people to do so.

To discourage motorists from leaving their cars in the streets all day, parking meters are used. When you park at a meter, you must put a coin in the slot. This pays for a certain amount of time. The meter records this and it shows when the time that you have paid for is finished. If the car is still there then, you have to pay a fine.

Traffic wardens look after the meters. They walk around the streets and check that every meter shows that money has been paid for the car parked there. If a meter registers 'TIME EXPIRED', the motorist who has left his car there is fined. Of course, the traffic warden cannot wait for the owner of the car to return. He carries a block of printed forms, and on one of these he writes down all the details, such as the registration number of the car, where it is parked, how much the driver must pay and where he must send the money. He leaves this form on the car where the driver will be able to see it easily; he usually pushes it under one of the windscreen wipers so that it will not blow away. And in case it rains before the motorist returns, the form is put in a little plastic envelope to protect it. When the driver comes back, he gets an unpleasant surprise, but it is his own fault for leaving his car too long at a parking meter.

### SUMMARY

Explain what happens when a motorist leaves his car at a parking meter for longer than he has paid for. First make notes, then write one paragraph of about 75 words.

### COMPOSITION

Choose one of the subjects below. First make notes, then write three paragraphs in about 200-250 words.

- (a) Imagine that you are the Chief of Police of a big city that has the problem of too many cars parked in the streets. Write about your plans to solve this problem.
- (b) Describe the traffic problems of your own city, or say why there are none.