Look at the information about a school trip and do the exercises to improve your writing skills.

**Preparation**

Fill the gaps with the correct word from the box.

| centre | trip | work | weekend | Museum |

1. We're going on a school __________.
2. We're going to the city __________.
3. The trip is next __________.
4. We're going to the Science and Technology __________.
5. Oh no! The museum is closed for building __________.
Join us on a school trip to Cardiff on Saturday 13th May.
We will spend the morning in the city centre. For lunch we will have a picnic in the park. In the afternoon we will visit the Science and Technology Museum.

Price: £20
Meet in the school car park at 8:00 am. Please arrive on time. We will return to the school at 5:30 pm.

IMPORTANT: SCHOOL TRIP UPDATE

Dear Students,

We hope you can come on our school trip next weekend. Unfortunately, the Science and Technology Museum is closed for building work on Saturday, but we have got tickets for St Fagans National History Museum instead. The good news is that entry is free so the trip will now cost £10 each.

Arrival and departure times are the same.

S. Noble
Mr Stuart Noble
Head Teacher

Top Tips for writing

When you need to write notes from a text, underline the important information first. Then make short, clear notes.
1. Check your understanding: gap fill
Write one word to fill each gap.

NOTES ABOUT THE SCHOOL TRIP
1. Day: ________________ 13th May
2. Name of City: ________________
3. Name of Museum: St Fagans National ________________ Museum
4. Cost: ________________ pounds
5. Meeting place: ________________ car park
6. Return time: Half past ________________

2. Check your understanding: multiple choice
Circle the correct word or phrase to complete the sentences.

1. You can ___ the morning in the park.
   a. be                  b. spend                  c. go
2. ___ the afternoon we'll visit a shopping centre.
   a. On                  b. At                    c. In
3. We ___ you can come.
   a. hope                b. want                  c. expect
4. Please arrive ___.
   a. by the time         b. at the time          c. on time
5. The library is closed ___ building work.
   a. for                  b. because               c. to
6. We can’t go to the museum but we can go to the cinema ___.
   a. in case              b. indeed                c. instead

Discussion
Do you enjoy going on school trips? What trips have you been on?

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