Student Full Name Day/Period Date

**Lesson 5: Cut, and Paste Exercise**

Format the following lines of text as per the instruction column.

**Use the Cut feature on the text in Paragraph 4 (Dennis’ CD’s and tapes will also be available for purchase.), then Paste it under Paragraph 5 (We would be grateful if you would advertise this concert to be held on Saturday 23rd February 2008, at 7:30 pm.)**

Dear Sir / Madam

Please find enclosed posters advertising the ‘**Dennis Marsh and Guests**’ concert. Dennis is a well known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis’ CD’s and tapes will also be available for purchase.

We would be grateful if you would advertise this concert to be held on **Saturday 23rd February 2008**, at 7:30 pm.

Tickets will be on sale from November 1st 2007.

*Tickets can be obtained by having a ‘Block Booking’ for which a form is enclosed; by phoning Sally Dale on Ph 525-7859; or by writing to Dennis Marsh Concert c/- 5/63 Oranga Avenue, Onehunga.*

This concert has been arranged as a Fundraising function for Otahuhu United Association Football Club.

Thank you for your support, and we hope to see you there.

Kind Regards

M Dale

On behalf of Otahuhu United A.F.C.