

# Attendance and Punctuality in College

Name \_\_\_\_\_ Date \_\_\_\_\_

## 1. Read the text and circle the correct answers.



This is Muna. She is an Entry 3 student in City of Liverpool College. This is what she says about attendance and punctuality in college:

“Attendance is very important in college. It is very important that I am not late for class or late after break.

This is (<sup>1</sup> because / so / and) the teacher has planned the lesson and if I am late I will (<sup>2</sup> miss / missing / to miss) important information. It is also very (<sup>3</sup> disturb / disturbing / disturbed) for the other students and means they (<sup>4</sup> cannot / must not / should not) concentrate (<sup>5</sup> proper / properly / properer). It is also very important (<sup>6</sup> that / which / what) I stay in class until the end of the lesson. All the activities we do in class are important (<sup>7</sup> so / as / therefore) the teacher has planned them to help me learn English.

Acceptable reasons to leave college early, arrive late or miss a class are (<sup>8</sup> , / ‘ / : )

- a hospital appointment booked by a doctor (not yourself)
- a solicitor’s appointment
- a Job Centre appointment

(<sup>9</sup> Disacceptable / Unacceptable / Inacceptable) reasons to leave college early, arrive late or miss a class are:

- a delivery to your house
- driving lessons
- going shopping
- a friend or family member arriving
- getting food from the college canteen
- an appointment you booked



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If I have appointments with a doctor I should schedule (<sup>10</sup> it / them / that) on days or times when I am not in college.

My teacher (<sup>11</sup> understand / understands / understanding) that I might have a job and this means I may need to miss lessons. (<sup>12</sup> And / So / However) if possible, I should not work on days when I have college.

If I miss class I will (<sup>13</sup> needs / need / to need) to catch up what I missed. This means I collect the material I missed and I (<sup>14</sup> practise / practice / practised) at home. It is (<sup>15</sup> unnecessary / essential / pointless) that I study at home; I cannot learn English simply by coming to class.

My teacher understands that I have a life outside college and sometimes some things are (<sup>16</sup> importanter / most important / more important) than coming to college and learning English, but I (<sup>17</sup> has agreed / have agreed / have agree) to follow the college rules and must follow them all year.”

## 2. Finish these sentences with your own ideas. Do not copy from the previous page!

1. I should \_\_\_\_\_
2. If I miss class I \_\_\_\_\_
3. It is unacceptable to \_\_\_\_\_
4. \_\_\_\_\_ is more important than \_\_\_\_\_
5. [present perfect] I have \_\_\_\_\_

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### 3. Find the spelling mistake in each sentence:

1. I should not be late for class because I am waitting in the queue for food.
2. If I have a driving lesson I shuold schedule it for when I do not have class.
3. I am responsible for my own leaning, not the teacher or anyone else.
4. When I am late fo class it is disrespectful to my teacher and classmates.
5. The teacher puts in a lot of efort planning the lesson and wants to help me learn.

### 4. Put capital letters and/or punctuation marks into these sentences:

1. If Im late it means the teacher must repeat information and wastes other students time. (2)
2. i should email the teacher or message them on teams if I am going to be late. (2)
3. If I want to learn english more quickly I should study independently as well as coming to college (2)
4. The teacher knows i have many responsibilities and coming to college is just one of them (2)
5. Unacceptable reasons for being late are going shopping waiting for a delivery driving lessons or being tired. (2)