

Career skills: **Checking information**

**1. Underline the two verbs which can be used with each of the nouns below.**

1. Data

- a. Collect      b. analyse      c. advise

2. Records

- a. Keep      b. exit      c. check

3. Details

- a. Check      b. amend      c. cross

4. Information

- a. Arrange      b. file      c. update

5. Research

- a. Conduct      b. look      c. do

**2. Write the words in italics as numbers.**

1 . That'll be *twenty-nine* dollars and *thirty* cents, please.

*\$29.30*

2.The room measures about two *hundred and twenty-nine* metres.

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3.The account number is *six double-seven* nine two eight.

\_\_\_\_\_

4.He owns a *third* of the company.

5.The data shows the *nought* point *four* per cent of people work from home.

\_\_\_\_\_

6.There are exactly *four thousand, six hundred and two* employees.

\_\_\_\_\_

7. This shows a rise of *nineteen point five* per cent.

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8. The population of the United States is over *two hundred and ninety-six million*.

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