the personnel manager. 3. The new drug does not cure the illness, but can prolong the patient's life by up to five years. 4. The farm was on top of a windswept hill, miles from the nearest town. Oil prices increased threefold over a five-year period. 6. The historical document has been examined by several distinguished scholars, but none of them can tell if it is genuine or fake. 7. When you deliver the package, make sure that the recipient signs for it. 8. The centrepiece of the new museum is a Henry Moore sculpture that was bought from a private collector. 9. The city offers a multitude of interesting and exciting activities for people of all ages. 10. Government statistics on the numeracy skills of ten-year-olds suggests that more emphasis needs to be placed on the teaching of mathematics in school. 11. The average lifespan of an elephant is 60 - 70 years.

12. Several interesting objects were found during the archaeological dig, but none of them were of

any great monetary value.

2. All the employees are asked to produce a written evaluation of their performance and hand it to

1. The country is very poor, and one in seven children dies in infancy.