

WORD PROCESSING

You are working for Warner Cinema, Pilsworth Industrial Estate, Bury BL9 6JK.
Telephone No. 0161 766 1121.

1. Prepare a flyer (A4 size) to advertise the film Collateral Damage. The world premiere of this new film is to open next Saturday evening at Warner Cinema. To celebrate this event Arnie Schwarzenegger, the star of the film will be in Bury to sign autographs and give fabulous prizes. The film is an action packed thriller. It has a 15 certificate, starts at 9pm. First 10 people will win a 2-week holiday in Hollywood; the rest of the audience will receive a baseball cap and a complimentary ticket. Ring the above number to book a seat. Arrive early!

The flyer needs to catch everyone's attention, so make this attractive - use different font styles, sizes of font, underline, spaced capitals, bold, italics, borders.

Hint - centre your work - type out all the information that you need on the poster first and then use the display techniques like bold, italics etc. You will find this method faster. **ALSO** make good use of spacing - you have a large sheet of paper and only a small amount of information to put onto this. Space it out.

2. Write to Arnie who lives at Belle Air Heights, Hollywood Boulevard, Los Angeles, California, 457231 and thank him for agreeing to visit Bury. Tell him that he is booked into the Bolholt Hotel in Walshaw for 3 days and he is staying in the Tottington Suite. Confirm that he will be presenting prizes and signing autographs at the cinema from 8 pm on Saturday and that his fee for the session is £30000. Thank him for giving up his time and tell him that the people of Bury are looking forward to seeing him.
3. Prepare a ticket for use by Warner Cinema. Use the **top half** of A4. The following information needs to be included on the ticket. Name, address and telephone no of the cinema. Collateral Damage, starring Arnold Schwarzenegger, directed by Andrew Davies, 9 pm performance. Please add the footnote: Complimentary Ticket.

