Red tape

VOCABULARY PRACTICE
PRE-INTERMEDIATE | A2-B1

Name: _____ Date: _____

1 Match each word with its meaning.

1 paperwork ____	**a** a document you fill in with information
2 form ____	**b** written documents needed for official tasks
3 rule ____	**c** an official instruction you must follow
4 apply ____	**d** to formally request something
5 permit ____	**e** an official document allowing you to do something
6 delay ____	**f** to make something happen later than planned
7 approve ____	**g** to officially agree to something
8 process ____	**h** a series of steps to complete a task

2 Choose the correct word.

1 She had to complete a lot of paperwork / paper.
2 He filled in the form / forms carefully.
3 They must follow the rule / rules.
4 She wants to apply / applying for a visa.
5 He needs a permit / permission to build.
6 There was a long delay / delays at the office.
7 The manager approved / approve the request.
8 The process / progress took several weeks.

3 Complete the descriptions with words from the box.

apply | approve | delay | form | paperwork | permit | process | rules

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Ana: She had to 1 _____ for a building 2 _____ before starting work.
Leo: He filled in the 3 _____ and submitted all the necessary 4 _____.
Marta: The 5 _____ took longer than expected, causing a frustrating 6 _____.
Tom: He learned all the 7 _____ before the manager finally 8 _____ his request.

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4 Match each word with its opposite.

1 approve ____	**a** reject
2 quick ____	**b** slow
3 simple ____	**c** complicated
4 required ____	**d** optional

5 Read the text. Write T (true) or F (false).

Getting a permit

Leo wanted to build a small shed in his garden. He had to fill in several forms and submit a lot of paperwork to the local council. He followed all the rules carefully but still faced a long delay before his permit was finally approved. The whole process took almost three months.

1 Leo wanted to build a shed. T / F

2 He didn't need to fill in any forms. T / F

3 He submitted paperwork to the council. T / F

4 There was no delay at all. T / F

5 His permit was eventually approved. T / F

6 The process was very quick. T / F

6 Complete the sentences with the correct preposition (for, to, with, of).

1 She applied _____ a permit.

2 He had to submit lots _____ paperwork.

3 They complied _____ the rules.

4 The application was approved by the council.

OVER TO YOU

Write a 70-90 word description of a time you or someone you know had to deal with official paperwork or rules.

[ ] Use at least eight target words. [ ] Use past tenses accurately. [ ] Keep the description clear and factual.

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ANSWER KEY

1 Word meanings

1 b 2 a 3 c 4 d 5 e 6 f 7 g 8 h

2 Choose the correct word

1 paperwork 2 form 3 rules 4 apply 5 permit 6 delay 7 approved 8 process

3 Descriptions

1 apply 2 permit 3 form 4 paperwork 5 process 6 delay 7 rules 8 approved

4 Opposites

1 a 2 b 3 c 4 d

5 Reading

1 T
2 F - he filled in several forms.
3 T
4 F - there was a long delay.
5 T
6 F - it took almost three months.

6 Prepositions

1 for 2 of 3 with 4 (no gap - example)

Over to you

Answers will vary. Check clear organisation, accurate forms and factual wording.