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Unit 5: Writing Skill – Car Rental Contracts and Professional Practice

Useful Vocabulary

You may use some of the following words in your paragraph:

- **Rental agreement**
- **Collision Damage Waiver (CDW)**
- **Excess / Deductible**
- **Full-to-Full policy**
- **Security deposit**
- **Vehicle inspection**
- **Professional accountability**
- **Unlimited mileage**
- **Customer transparency**
- **Consumer protection**

Useful Expressions

- **Transparent rental management is...**
- **In my opinion, clear insurance policies are essential because...**
- **One important reason is...**
- **Rental agents act professionally when...**

- **A comprehensive rental agreement includes...**
- **For example, an agent must...**
- **Conducting a joint vehicle inspection helps...**
- **Explaining the excess fee is critical because...**
- **Therefore, rental companies should...**
- **In conclusion, ethical rental practices ensure...**

Writing Checklist ✅

Before submitting your work, check that you have:

- **[ ] Written 150–180 words.**
- **[ ] Answered all the points in the task.**
- **[ ] Used car rental and contract vocabulary from this unit.**
- **[ ] Organised your paragraph into an introduction, a body, and a conclusion.**
- **[ ] Used linking words (e.g., *furthermore*, *for example*, *therefore*, *in conclusion*) to connect your ideas.**
- **[ ] Checked your grammar, spelling, and punctuation.**