

**Document 1:**

Your travel agency has just received the following fax message:

Fax to: Incoming Manager  
Maripepa Viajes  
Alicante  
Fax 0034 89 389 99919

Re: Group

Gentlemen,

We have a group of appx 40 persons who would like to have the following program arranged:

Nov 6<sup>th</sup> 17:20 arrive ALC from MAD  
Transfer to first class hotel  
Evening, dinner at hotel

Nov 7<sup>th</sup> Transfer to Jerez racetrack where participants will test new motorcycles, use of  
racetrack for full day  
Lunch on racetrack  
Dinner in typical restaurant in town, incl. transfers in necessary

Nov 8<sup>th</sup> In the morning use of a conference room for half day  
Lunch at hotel  
In the afternoon city tour and surroundings  
Evening dinner in a typical restaurant in the vicinity. Castle or medaval style or  
similar.

Nov 9<sup>th</sup> Transfer to A/P for flight at 12:45 via MAD to FRA

Accommodation in appx. 18 twin and 4 single rooms  
All meals included  
German speaking guide

We thank you for a speedy replay and remain

Yours sincerely,

Wilhelm Schuhmacher

I. Answer the following questions:

1. Has the person sending the message been learning English in Britain or in America?
2. Find any grammar or spelling mistakes in the text. From those, decide if they just indicate poor grammar, or there are cases in which the message is simply not understandable.
3. Is there anything which appear completely illogical or impossible in this programme?

II. Write a similar document, in which, on behalf of a Spanish hotelier, you wish to book a three-day programme in London including visits to Buckingham and Windsor Palace and Edinburgh castle, for 39 hotel staff. Add a pub dinner, a tour of London, and any other details you wish.