

Document 3:

After a few phone calls, you prepared a draft for the new schedule, left it on the table... and your boss decided to send it over to the Germans. This is what your draft looks like:

06nov – Transfer from Alicante airport to the hotel in alicante. Dinner and accomodation at the hotel.
07nov – Breakfast and trip to Albacete (160 km From Alicante, approx. 1 hr 30 min.)
The whole day in racetrack Albacete, including lunch. Return from Albacete to Alicante, and dinner in a typical restaurant.
08 nov – Breakfast and conference room in the hotel during the morning. Lunch at hotel and city tour, including Santa Barbara castle. (This is the old fortress of Alicante).
Dinner in the same castle. Transfer from the castle to the hotel and accomodation.
09nov – Breakfast and transfer to Alicante airport.

The Hotel is Citystar Alicante, in the center of the town, *** sup. (Recommended).
Typical restaurant, Darsena.
German speaking guide from arrival to the departure.
Lunch services at hotel including water, wine and cofee.
Coffee break including during your meeting on 08 nov.
Transfer Alicante-Albacete in a luxury bus.
Rent of the racetrack for a minimum of 16 and max. 36 motorcycles, including police authorizations, ambulance, doctor, 4 marshalls and tow services.
Cocktail dinner at Santa Barbara castle (moslem-medieval style)

Total price for a minimum of 40 pax: 24.000 euro (VAT 16% not included)

The price and services are subject to availability, up to their confirmation. (for your confirmation, pls note that the racetrack of Albacete is booked up to 31st inst, and the Santa Barbara castle is often used by our town hall for their receptions.).

Pls inform us about your decission. In the meantime, we remain,

Yours truly,
Viajes Maripepa, S.A.
Luisa Martínez

I. Answer the following questions:

1. Which items require an answer by the customers?
2. Which are the dates on which the racetrack cannot be used?
3. What is being suggested here?
4. Find any style, 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.

II. Write a similar document, following the same thread you started in Worksheet 1, with any details you can think of. Remember that it included the Changing of the Guard and a visit to Cambridge. Use any websites to add extra colour to your programme.