English I – Business Correspondence for Tourism
Incentive trip – Worksheet 5

Document 5:

Your boss has prepared the final programme… and it looks like this:

Please comfirm this items

Total group now 57 persons. 23 doubles roooums plus 11 singles rooms.

Final program.

Nov 03.- Arrival of Mr Schweinsteiger, Mr Turkoglu and Mrs Stein at 1725 hrs in flight LH 1894. In ATESA counter at the airport they will pick up a group B car. Acomodation at the Melia Hotel.

Nov 06.- Arrival of 17 people from Paderborn at 1505 hrs in flight LH 829. Recepcion in airport with company logo and transport to Stella Maris Hotel.

Arrival of 36 pax at 1725 hrs in flight LH 1893. Recepcion in airport with company logo and transport to the Stella Maris hotel.

Accomodation according to rooming list sent by you. At 20.00 hrs dinner in private room in Stella Maris hotel.

Not 07.- Breakfast at the hotel and at 9.00 hrs departure for Albacete. Lunch at the restaurante in Albacete racetrack. Return to the hotel in the afternoon. Dinner at Restaurant Darsena at 20.00 hrs.

Nov 08.- Breakfast at the hotel. 09.00 conferece and meeting durind the mornig. At 10.30 hrs coffee break. Lunch at 12.30 hrs. City tour at 14.30 hrs. Return at the hotel around 18.00 hrs.
Departure for dinner at 20 hrs. After dinner retunr at the hotel.
IF YOU WANT TO CHANGE. PLS LET US NOW AS SOON AS POSSIBLE.

Nov 09.- Braekfast at the hotel and at 11 hrs departure for the transfer all people.

Waiting yours notices, yours faithfully,

Luisa Martínez

I. Answer the following questions:

1. What arrangements have been made for airport collection and transfer?

2. 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 programme, expanding the information and adding detail to the one in Worksheet 3. Make sure both the grammar and the format are correct.