

**Document 6:**

Apparently, one of the members of the party does not need to be collected at the airport...

Dear Luisa,

Please top urgent fax us a voucher for the rental car for Mr. Turkoglu.

Mr. Turkoglu is tomorrow Oct 23<sup>rd</sup> the last day in the office before he comes to Alicante.

Kind regards,

W. Schuhmacher

I. Answer the following questions:

1. What is required here, and why is it so urgent?
2. According to this, which changes should be made to the programme in Worksheet 5?

II. Write a similar message, explaining that Mrs Altenhofer will be arriving very late, and she will need a hotel courtesy car waiting for her, as she is old and frail. Explain that the car driver should speak German, or at least English.