

Document 7:

The services are almost scheduled... and there is mention of paying! At last!

Dear Luisa,

Thank you for confirming all services.

Please include the car hire in your bill to us, we will issue a voucher for the car including tax (16%).

Our arrival flights are as follows:

Nov 03.- 2 Pax from Frankfurt by LH 1894

Nov 06.- 17 Pax from Paderborn by LH 829
36 pax from Madrid (Frankfurt) by LH 1893

Nov 9th 12.35 38 pax to MAD LH 298 – Frankfurt
14.55 19 pax to MAD LH 298 – Paderborn

We will now arrange the transfer of Euro 10.000 (25% deposit) to you account 0189 38 000189398474, Bank sorts code 3892, Banco Ordinados, Avenida Federico Pastichet 12, Alicante.

Please confirm above numbers are correct.

Kind regards

Wilhelm Schuhmacher

- I. Decide the time the transfer should leave the hotel on November 9th for all passengers to catch their flights on time.
- II. Say if there is any action or actions that you must take on receiving this fax.
- III. 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.
- IV. Write a paragraph in which the information about passengers and flights is not abbreviated, but expressed in full, grammatical sentences. Example: *On November 3th, three passengers will will be arriving from Frankfurt on flight LH....*