

Document 9:

This is what the final programme looks like... at least, until you have a look at it and eliminate a few embarrassing slip-ups.

Final Memorandum group

03rd Nov.

Arrival of Mr Schweinsteiger, Mr Steuner and Mrs Altenhofer at 17.25 in flight LH 2893. In ATESA counter at the airport they will pick up a group B car.

06th Nov.

Arrival of 17 people from Frankfurt at 15:05 h in flight LH 839. Reception in airport with company logo and transport to the Stella Maris hotel.

Arrival of 36 pax at 17:25 in flight AB 3893. Reception given by the guide and transport to the Stella Maris hotel. Accommodation according to rooming list sent by you. Dinner in the evening at the hotel. Please specify dinner time.

07th Nov.

Breakfast at the hotel and transport to Albacete. Please specify departure time. Also specify number of motorcycles that will take part in tests. Lunch at the restaurant in Albacete's circuit. Transport to the Hotel in the afternoon.

Dinner at the Rechupete restaurant, situated in the Alicante's port, opposite the Stella Maris hotel. Transfer is not needed. Due to the increase in the number of people we have had to change the restaurant. This is one of the most prestigious restaurants in Alicante, being a specialist in rice, fish and *mojitos*.

08th Nov.

Breakfast at the Hotel and meeting in the *Mediterráneo* hall. Set up as a collage, with a charmanship table for three people. With a lectern, a screen and PA or public address system. Please let us know if you need a data projector.

Meeting during the morning.

At 10.30 h coffee break. Lunch after the meeting. Please specify time. Please indicate time to visit the city. We suggest departure at 15,30 h. and visits to *Santa Barbara's* Castle, *San Nicolás*, *Santa María* and the Old Town.

Return to the Hotel around 18:30 h. At 19,30 h departure towards *Santa Bárbara's* Castle for the farewell dinner at 20:20. Return to the hotel around 23:00 h.

09th Nov.

Breakfast at the Hotel. Departure from Hotel at 10:30 the first group made up by 38 people, which will embark in flight LH 2938. Flight departure time 12:35 h.

Departure from Hotel of the second group made up by 19 people to embark in flight AB 8398. Flight departure 14:55 h. END OF SERVICES.

Please confirm that it is all correct in order to issue invoice for the total. There will only be pending the extras that you may authorise in restaurants and if any in rented car, since we have asked for it to be full credit to avoid any inconvenience to your client. Please note that Albacete's Circuit is booked for the 7th and the 8th November following your instruction and therefore will have that extra cost.

With our best regards,

Luisa

I. Answer the following questions:

1. Is there any detail missing, which should be supplied by the customers?
2. What extras could there be at the restaurant?
3. 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. Rewrite the arrangements for 8th November, using full sentences, with no omissions.