Document 1:

Your travel agency has just received the following fax message:

Fax to: Incoming Manager
Maripepa Viajes
Alicante
Fax 0034 89 389 99919

Re: Group

Gentlemen,

We have a group of appx 40 persons who would like to have the following program arranged:

Nov 6th 17:20 arrive ALC from MAD
   Transfer to first class hotel
   Evening, dinner at hotel

Nov 7th
   Transfer to Jerez racetrack where participants will test new motorcycles, use of
   racetrack for full day
   Lunch on racetrack
   Dinner in typical restaurant in town, incl. transfers in necessary

Nov 8th
   In the morning use of a conference room for half day
   Lunch at hotel
   In the afternoon city tour and surroundings
   Evening dinner in a typical restaurant in the vicinity. Castle or medaval style or
   similar.

Nov 9th
   Transfer to A/P for flight at 12:45 via MAD to FRA

Accomodation in appx. 18 twin and 4 single rooms
All meals included
German speaking guide

We thank you for a speedy replay and remain

Yours sincerely,

Wilhelm Schuhmacher

I. Answer the following questions:

1. Has the person sending the message been learning English in Britain or in America?
2. Find any 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.
3. Is there anything which appear completely illogical or impossible in this programme?

II. Write a similar document, in which, on behalf of a Spanish hotelier, you wish to book a
three-day programme in London including visits to Buckingham and Windsor Palace and
Edinburgh castle, for 39 hotel staff. Add a pub dinner, a tour of London, and any other details
you wish.