

WRITING

A

Choose the appropriate information from the box to complete the fax from the Atlántida Hotel.

your arrival	sincerely	look forward to
your departure	faithfully	hope
Dear Mr	However	inform
Dear Ms	As requested	confirm
	We would appreciate it if	request

HOTEL ATLÁNTIDA

Via del Norte, 12
A Coruña, Spain

FAX

From: Hotel Atlántida (A Coruña, Spain)

+34 981 400 123

To: Ms V McDermott, Granta Computer Services Ltd

+44 1865 244 987

April 28

Dear Ms ¹ McDermott,

This is to ² your booking for a single room from May 17 to May 20 inclusive, at a rate of 140 euros per night.

.....³, we will hold your room until midnight on the day of ⁴.

We ⁵ seeing you in May.

Yours ⁶,

B

You are going to attend a team-building seminar in Milan.

Write an e-mail (40–60 words) to your secretary in which you:

- explain why you will be away
- say when exactly you will be away
- give details of what your secretary should do while you are away.

From:
To:
Subject: