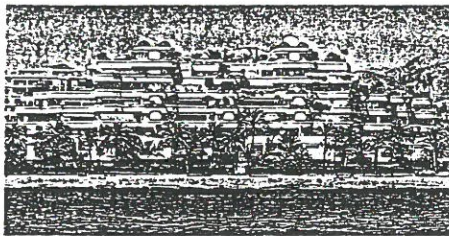


WRITING

HOTEL PLAZA

Janet and Peter Cooper
8 Fast Lane
Chesswood
Herts WD5 8QR
tel 01923 284908
fax 01923 285446



This luxury hotel is situated on the water's edge of one of the most beautiful beaches in Spain.

For reservations and enquiries:
PHONE (6) 527 21 56
FAX (6) 527 15 02

7 June
Dear Lynette,
It was lovely to see...
Love,
Janet

Sending a fax

1 Janet Cooper wants to go to Spain on holiday with her family. She decides to fax the receptionist at the Hotel Plaza in Alicante to see if they have the accommodation she requires.

Look at the information on this page, and fill in the first part of Janet's fax. She will get all the information on one page. The code for Spain from the UK is 00 34.

2 Write out the words of Janet's fax message in the correct order.

A

FAX TRANSMISSION

From Janet Cooper
To Hotel Plaza Alicante
For the attention of Receptionist

Page 1 of 1
Date Today's date
To fax no. 00 34 65 27 15 02
From fax no. 019 23 28 54 46

Message

- a rooms hotel I to some would like reserve at your
- b in 28 July We on Alicante are arriving
- c ten hope stay to We for nights leaving 7 August on
- d and husband like room I My double balcony a would with preferably a
- e require Our a two teenage daughters twin room
- f are all en-suite that We understand your bedrooms
- g you this confirm Could?
- h a sea view possible Is have it rooms to with ?
- i available if me let you Please for know have dates these rooms
- j grateful if I be would also me you could tell room each price the of
- k from I forward look you to hearing

Yours faithfully

Janet Cooper

B

You are the receptionist at the hotel. Write a reply to Janet, either by letter or fax. Thank her for her enquiry. Say you are pleased to confirm her reservation for the rooms she wants, and for the dates she wants.

- Tell her that all the rooms have an en-suite bathroom, and all the rooms have a sea view.
- The rooms are 21,000 pesetas per room per night.
- End the letter saying that you look forward to welcoming her and her family to your hotel.
- Finish with *Yours sincerely, Reception.*