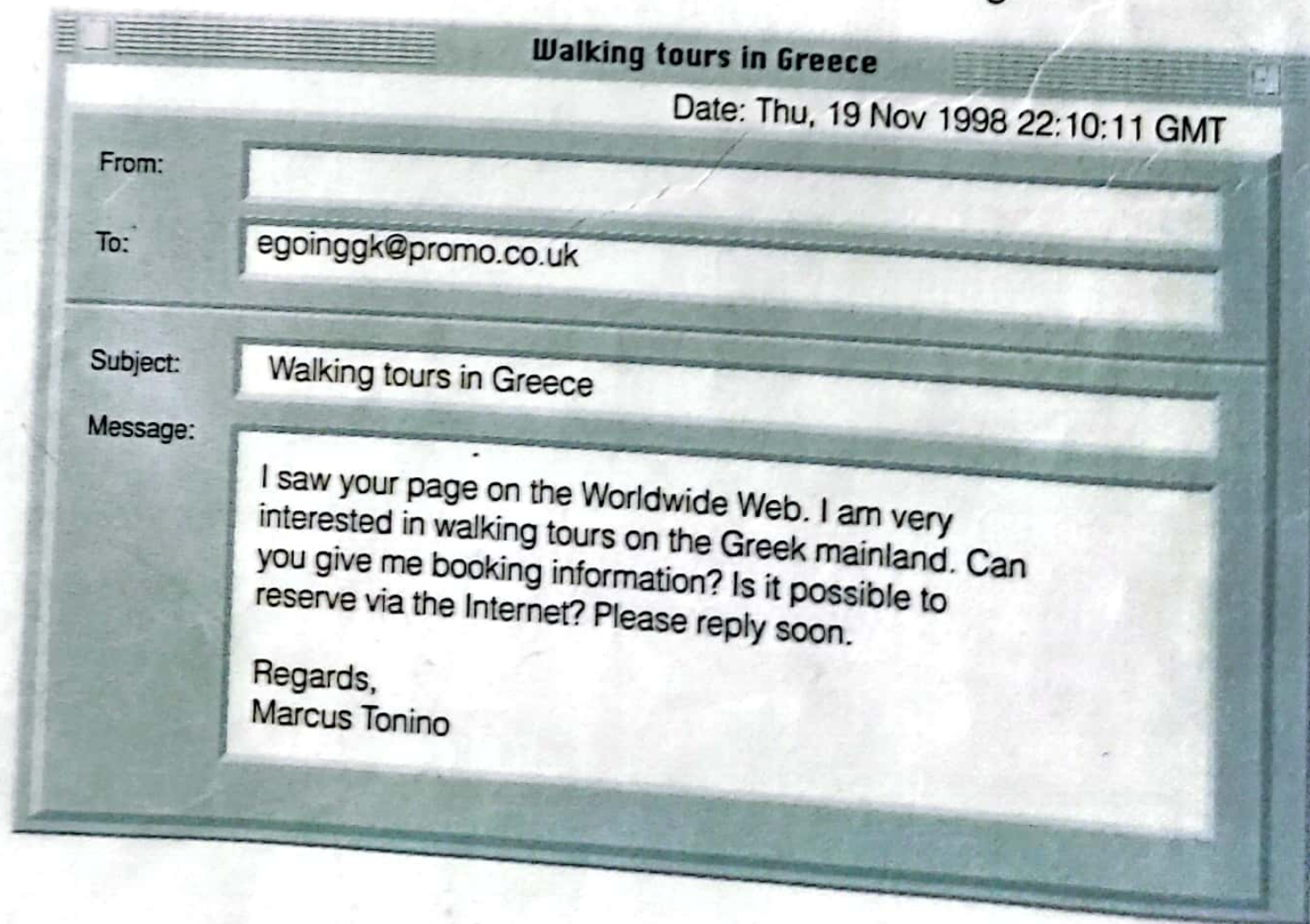


2

Read the five example texts quickly to see if you were right.



14 Well Walk
Luton
LU6 8FT
17 November

Recruitment Manager
Going Greek
176 Green Lane
London
N22 8WX

Dear Sir/Madam

I am writing to see if you have any vacancies for resort representatives next summer.

As you can see from my CV, a copy of which I enclose, I have worked as a resort representative for Jackson Holidays for the last two years in Greece and Turkey. I am fluent in Greek.

I am available for interview immediately.

Yours faithfully

C. Brandon

Colin Brandon
(encl: CV, testimonial)

MEMO

From: George Costas, Promotions Dept.

To: All Managers

Date: 19 November

Following our analysis of last season's customer feedback forms, it is clear that there is a growing concern over safety and security in some of our resorts.

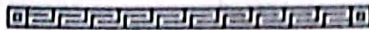
I would like to call a meeting of all departmental managers to discuss the implications and how we can improve PR in this area. Can I suggest 11.00 a.m. next Thursday? Please confirm asap.

I will send out copies of a detailed report on the survey in advance of the meeting.

Many thanks

George Costas

George Costas



OLYMPIC COACHES CORFU TOWN



FAX MESSAGE

TO: Going Greek **DATE:** 19 November
ATTN: Rita Harris **PAGES:** 1
FROM: Felix Soros,
Bookings Manager

RE: Coach bookings for next season's transfers

I can confirm that Olympic Coaches will be able to supply the following coaches for transfers from Corfu Airport to the main island resorts:

1 April to 30 June	Saturdays: 4 coaches Wednesdays: 2 coaches
1 July to 31 Aug	Saturdays: 8 coaches Wednesdays: 4 coaches
1 Sept to 31 Oct	Saturdays: 4 coaches Wednesdays: 2 coaches

All coaches are fully air-conditioned and have 51 passenger seats.

For the above numbers we can offer the rates previously quoted. This represents a 30% discount on our published standard rates.

Can you confirm exact destinations and approximate timings as well as arrangements for return transfers?

Regards

Felix

Felix

Phone message

9.10 a.m.

Peter from Broadway Travel Agency, New York phoned. They're nearly out of brochures. Can we mail 200 asap?

Jill

PS Address is on database.