

Prompt

PS: Writing in Special Registers: *Tourism*

(This is the third and final writing course in our curriculum to be taken in year.)

Task 4 of End of term exam

Letter of reply (20 marks = Task Achievement 5; Organisation 5; Range & V Flexibility 5; Accuracy 5)

*You work in a Tourist Information Centre in Salzburg which arranges local excursions in the Salzburg area. You have received this letter of enquiry. Write a reply to this letter (minimum 140 words – maximum 220 words). The information in your reply can be real or invented, or both. **Write your letter below.***

Wimbledon College
Edge Hill
Wimbledon
SW19 4NS
17th January 2007

Salzburg Tours
Gaisbergstrasse
A-5020 Salzburg

Dear Sir or Madam.

As part of a two-week cultural extrusion to Canada, I will be accompanying a group of 25 grade-6 pupils from our school to Salzburg in either July or August 2007. We plan to stay in Salzburg for approximately 4-5 days.

I would like to enquire about outdoor day-trips as well as cultural activities that you arrange for school groups. We are operating on a tight budget, so any seasonal offers or group discounts would be greatly appreciated. In addition, I would be grateful if you could please recommend some local accommodation with prices.

Thank you in advance. I look forward to hearing from you in the near future.

Yours faithfully,

Mrs. Jane Gardner
Dept. of Geography

Dear Mrs. Gardner,

Thank you for your letter of enquiry of January 17.

Since our company specialises in organising outdoor day-trips we would be delighted to present you with our offer.

Due to the fact that we have signed various agreements with a big number of youth hostel managers we are able to offer some discounts as regards accommodation. For a group of pupils we recommend "Mama's hostel" which is 10 euro per night per person. It offers single as well as double rooms with en-suite facilities.

As regards outdoor daytrips it would be highly recommended to buy Salzburg cards which we could purchase for you in advance. For less than 30 euro you can benefit from all kinds of cultural attractions in Salzburg in the course of three days. The card also gives you an opportunity of accessing the Untersberg by funicular as well as Festung – one of the major attractions of the city.

Furthermore, in most of the museums and other sightseeings it is possible to get group discounts.

I enclose a brochure containing our latest offer as requested.

Thank you for using our firm and we are looking forward to hearing from you in the near future.

Yours Sincerely,
Paris Hilton

(204 words)

Band 3**Justification**

Although the text contains some insignificant errors, e.g., punctuation (...*"Mama's hostel" which ...; ...Salzburg cards which ...*), an article problem (...*as well as Festung ...*), agreement (*10 euro*), it consistently maintains a high degree of grammatical accuracy.