

THE PERFECT WEDDING

1) Watch the videoclip: 'Petritoli Wedding Destination'

<https://www.youtube.com/watch?v=b7UAs07mgUE>

2) Study the website: <https://www.turismarche.it/en/wedding-in-petritoli/>

3) Now think about your own wedding and complete these sentences:

The wedding of my dreams would be

I would

I wouldn't

The wedding of my nightmares would be

I would

I wouldn't

The honeymoon of my dreams would be

I would

I wouldn't

The honeymoon of my nightmares would be

I would

I wouldn't

BUSINESS LETTERS

1) PRESENTATION: ENQUIRIES

In the tourism industry, if you want your message to be taken seriously, you have to present it professionally. Format is important: a letter should look like a letter; an e-mail has to look like an e-mail. Study the conventional format of a formal letter. Your messages should look like this:

LETTERHEAD: NAME, ADDRESS, PHONE, FAX, E-MAIL OF THE SENDER'S COMPANY



ALF PRICE HONEYMOONS

1 Steel Lane, Port Talbot, GL2 8BO.

Tel.: (44) 1033 567895

Fax.: (44) 1033 567885

E-mail: a-price @ cymrunet.co.uk

NAME AND ADDRESS OF THE RECIPIENT

14 February 2021



THE DATE

The Banqueting Manager
Ubud Palace Hotel
Jalan Teges
Ubud
Bali
Indonesia

Dear Sir or Madam *SALUTATION*

Honeymoons in Bali

Alf Price Honeymoons arranges all-inclusive holidays for couples who want a wedding and a honeymoon to remember in an exotic location. A number of our clients have recently expressed an interest in having a traditional Balinese ceremony in Indonesia. I am writing to you, as the Banqueting Manager of the Ubud Palace Hotel, to ask what sort of package you could offer us.



THE MESSAGE

Please send details to the address shown above. In the meantime, if you need any further information, please let me know.

Yours faithfully *CONVENTIONAL ENDING*

Alf Price *SIGNATURE OF THE SENDER*

Alf Price (Travel Agent) *NAME AND JOB TITLE OF THE SENDER*

2) READING ACTIVITY: REPLIES TO ENQUIRIES

Here is the reply from the Banqueting Manager of the Ubud Palace Hotel in Bali. Complete the text by filling each gap with a suitable preposition. e.g.(1).... = 'of'

The Ubud Palace Hotel

Jalan Teges,
Ubud, Bali, Indonesia.

Tel.: (62) 37895

Fax.: (62) 37885

E-mail: b - arifin @ aduh.com

Alf Price (Alf Price Honeymoons)

1 March 2021

1 Steel Lane

Port Talbot

GL2 8BO

UK

Dear Mr Price

Reply(1)..... your enquiry(2)..... 14 February 2021

Thank you(3)..... your enquiry. Before it became a hotel in 1989, the Ubud Palace used to be the home(4)..... the head of Ubud's royal family and consists(5)..... a number of bungalows arranged(6)..... a central courtyard. Each bungalow has its own private bathroom, a veranda and a lush tropical garden complete(7)..... displays of Balinese art and antiques.

We already offer a comprehensive Balinese Wedding package for \$8,000, which includes the following:

- Transfers(8)..... and(9)..... Denpasar airport.
- 3 nights' accommodation(10)..... the Ubud Palace Hotel(11)..... the Honeymoon Suite.
- Traditional Balinese dress(12)..... bride and groom.
- All make-up, hairdressing and flowers.
- Balinese ceremony and religious blessing(13)..... the palace grounds.
- Balinese procession and offerings.
- All photography plus a special photograph album.
- All Indonesian meals for the couple.
- Balinese music provided(14)..... a local gamelin orchestra with singers and dancers.

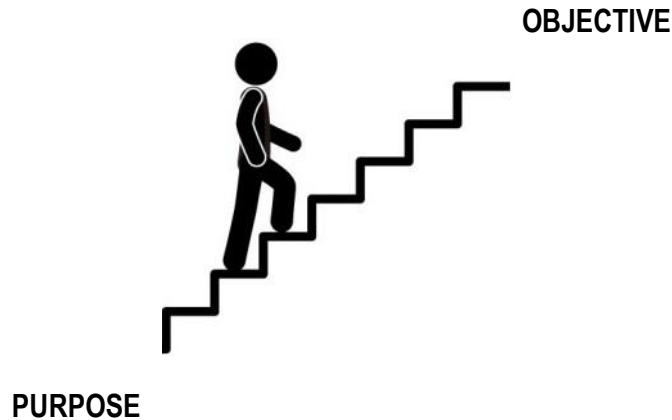
I look forward(15)..... receiving bookings(16)..... your travel agency(17)..... the future. If you have any questions or need any further information, please do not hesitate(18)..... contact me(19)..... the address shown(20).....

Yours sincerely

Budi Arifin

Budi Arifin (Banqueting Manager)

3) BUSINESS LETTERS: The Conventional Order of Steps (Harper 2006)



Step 1: SALUTATION:

If you know the name of the recipient: *Dear Mr Smith* (for a man) / *Dear Ms Jones* (for a woman)

If you do not know the name of the recipient: *Dear Sir* (for a man) / *Dear Madam* (for a woman)

If you do not know the name or the sex of the recipient: *Dear Sir or Madam*

For a company: *Dear Sirs*

Step 2: TITLE: The subject of the letter (printed on a line). For example,

Reply to e-mail / phone-call / fax / letter (date)...

Request for...

Re: _____ (This means 'with reference to...' / 'this is about...')

Step 3: EXPOSITION: Explain the situation. State the main facts and all relevant information.

Step 4: REQUIREMENTS: Explain what you want the addressee to do.

I was wondering if you could tell me... Would it be possible to...? Could you possibly...?

If possible, I'd like... I would like... Would you... Could I/you/it... Can I/you/it...

Step 5: INVITATION TO FURTHER COMMUNICATION: Invite the recipient to contact you.

In the meantime, I am available at the above address and telephone number.

I look forward to hearing from you.

Step 6: CONVENTIONAL ENDING:

Yours sincerely if you know the name and if you started the letter with *Dear Mr / Ms...*

Yours faithfully if you do not know the name and if you started the letter with *Dear Sir / Madam*

Step 7: IDENTIFICATION: Signature, then full name and job title, printed clearly.

NB. **Steps 1, 2, 3, 5, 6 & 7** are always necessary. **Step 4** is optional if, for example, your letter is simply providing the recipient with information.

4a) Which part of the text realises each **Step** ? Put the number of each **Step** in the correct box below.

77 Windscale Way
Keswick KW1 F33
UK

Tel. / Fax: +(44) 1286 239754
E-mail: wordsworth @ inet.com

Simone Simoncello
Marche Tours
Via San Rocco 17,
62039 Visso (MC),
Italy.

10 January 2021

Dear Mr Simoncello (1)

Easter Pilgrimage to Loreto (2)

(3) I represent a group from my local church in Keswick who make annual pilgrimages to various holy sites in Europe. I am writing to you because, this year, we would like to visit the Holy House of Loreto, which has been an important centre for the veneration of the Virgin Mary for hundreds of years.

I understand that that there are also elaborate Good Friday festivities in Cagli, which is in the Marche, too, in addition to the dramatic spectacle of the Turba in Cantiano.

Unfortunately, none of us speak Italian so, to save time, we really need a guide to help us find our way around, take us from one place to another and explain the significance of the various ceremonies, rites, statues and relics. For this reason, I would like to ask you if Marche Tours could organize a seven-day tour for a group of twelve people in Easter week.

I would be much obliged if you could provide us with an itinerary, explaining how much it would cost, what kind of transport and accommodation you can provide and which local airport would be the most convenient for us to fly to (4).

I look forward to hearing from you (5).

Yours sincerely (6)

Dorothy Wordsworth

(7)

Dorothy Wordsworth

CONVENTIONAL ENDING Number:	EXPOSITION Number:	IDENTIFICATION Number:	INVITATION TO FURTHER COMMUNICATION Number:
REQUIREMENTS Number:	TITLE Number:	SALUTATION Number:	

4b) Now read the letter again. What is the **purpose** of Dorothy Wordsworth's message ?

(a) to obtain information about a possible guided tour.

(b) to make a booking.

(c) to cancel a guided tour of the Marche.

(d) to confirm a booking.

5) WRITING

You are Simone Simoncello of Marche Tours. Write a reply to Dorothy Wordsworth, presenting your proposed itinerary for a seven-day tour of sites and ceremonies of religious significance in the Marche. Don't forget to tell her how much it will cost for a group of twelve people, what kind of accommodation and transport you can provide and which local airport would be the most convenient to fly to.

Click on the following links to get some ideas:

<https://www.youtube.com/watch?v=2hswvJ2uurk>

<https://www.facebook.com/visitcagli/videos/processione-del-cristo-morto-venerd%C3%AC-santo/209686413567191/>

<https://www.inspirock.com/italy/religious-sites-in-marche>