On returning home from your holiday in England you discover that you have left an item of clothing in the Holiday Inn where you were staying. Write an email of about 120 words to the hotel manager, explaining your problem. In your email you should describe the item of clothing and where you think you left it and suggest what you would like the hotel management to do.
TASK 2 (10 marks)

On a recent trip to London your suitcase was stolen at Victoria Station. The police have asked you to complete the following form giving details of the incident in about 180 words. In your account you should include information about:

- The time & date
- The suitcase & contents
- What you were doing
- Your observations or suspicions

METROPOLITAN POLICE INCIDENT REPORT SHEET

Signed: __________________________________________