

**MINTAMEGOLDÁSOK AZ ÍRÁSFELADATOKHOZ:****Writing 1 - Memo****MEMO**

To: Mr John Miller

From: Lívia/László Kiss

Date: 10 February 2017

- 1) Ms Daisy Smith (PA to Mr R Hill, CEO of LMO) telephoned at 10 am.
  
- 2) Ms Smith has reserved a table for a group for eight businesspeople tomorrow evening to have business dinner at 7 pm.
  
- 3) The guests would like to taste traditional English dishes, but some of them are vegetarian.
  
- 4) No need to return the call.

**Writing 2 - E-mail**

Dear Madam/Sir

We would like to inform you that the programme of the second day of the European Cardiology Conference has been modified.

Instead of the morning, the presentations will be delivered in the afternoon, starting at 2 pm.

That is why the sightseeing programme will start at 9 am.

Lunch can be had in "The Prince and the Horse" restaurant at 1 pm on request.

Please inform us if you would like to have lunch in "The Prince and the Horse".

Thank you in advance. I look forward to your reply.

Kind regards

Márta/ Miklós Varga  
Assistant  
Meeting Maker Ltd.