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FACILITY DRILL

Blog - 2018 - December

Short Letters 15

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Short Letters 15

Dear All, We would like to invite you to our Christmas Party on Boxing Day, As we are all spending Christmas Day with our immediate families, we thought it would be great to all meet up somewhere special the day after. We are having a buffet lunch at The Crown* Hotel, followed by entertainment in their big ballroom, with dancing and music, and items for the children as well. In the evening we are having a sit down meal with waiter and waitress* service, and then a quieter time of singing Christmas songs around the blazing log fire hearth in the old hall. There is also a nursery for babies, who will be asleep by the evening. It will be just wonderful, with fun, food and wine laid on, and an enjoyable family time of catching up with everyone. We are looking forward to seeing you. Love, Joe and Mary (150 words)

Dear Mr Green, I have been invited to a party over at The Crown Hotel very shortly and wondered if you had time to repair a particular suit of mine and have it cleaned. It just needs some buttons reattaching and a little bit of mending on the pockets where the stitching has torn, but the fabric is OK, so I don't think that will be difficult to do. If you are able to do this job for me, I will be able to drop it off tomorrow on my way to work, and then hopefully pick it up the day after, so that it is ready in good time, as I know you will be closing rather earlier than usual this Christmas season. Please call me on my mobile number, so that I can know straight away if this is possible. Thank you for your help. Yours sincerely, Albert* (150 words)

Dear Margaret, Just a note to ask your opinion* on some party wear that I am thinking about. I have been invited to a Christmas party at The Crown and I am wondering what to wear. Do you think that green dress would be suitable, as it is quite decorative and not too revealing? Or should I wear the pink one with the collar, which has a fuller skirt for dancing? Maybe I should think of buying a new one altogether. I might have to get out the blue dress I wore for that wedding, but that would mean new shoes, which there is no time to find. I would so value your opinion, as I know you will be very practical and honest* about what would be the right thing to wear to suit the occasion. I look forward* to hearing from you very very soon! Love from Jean (150 words)

Dear Susan and Brenda, Guess what, we are going to a big party on Boxing Day and I am allowed to bring two friends with me. Would you two like to come? There's going to be dancing in the afternoon so we can all wear those outfits that we bought for the disco last month*, and we can try out the new makeup, hair gels and glitter sprays that we have been waiting for a chance to use. It is going to be a great afternoon and I hope* you can come as well, otherwise I will be dancing with some distant cousins who I don't think will be as energetic as us. We might even have a chance to persuade the deejay to play our favourite* songs and music. Let me know as soon as possible* so we can get together and plan our outfits. Lots of love, Angela (150 words)

Short Letters 15

Dear Simon, We are going to a big party in a couple of weeks and I am looking for someone to go* with me. Are you free on Boxing Day to come* with me? It is in The Crown Hotel and they have already sent us a long list of meals and sweets to choose from in advance, so we can eat whatever we want. They have a golf course attached and I am told we will be able to ride the buggies for the afternoon on the spare field, as a special treat. I am also reliably informed that some of my cousins are bringing their friends, so we will have lots of people our age on the dance floor. We can go dressed smart casual and I think some hair gel will be in

Dear All, What a wonderful day it was at The Crown last week*. I am so glad everyone turned up OK despite the snow* and rain. The food was wonderful. the cakes and sweets table was groaning with goodies and the wines certainly warmed everyone up after their long journeys in the cold. Things were really hotting up on the dance floor and I did spy some of my nephews, nieces and their friends looking like a million dollars in their new gear, so well done them. The catering staff did a wonderful job. It was great to hear everyone singing all the Christmas carols round the log fire. What a wonderful way to spend a snowy* Christmas afternoon I have some

order. That will really impress everyone and they might not even recognise us! Mark (150 words)	brilliant photos of it all which I will be sending to you later. Let me wish you all a happy and prosperous New Year. Love, Joe and Mary (150 words) (900 words total)