

Trip to Bristol Zoo

You are Secretary of the local “Good Citizens Club”. The Committee has proposed an outing to Bristol Zoo for the third Saturday next month. You have telephoned the Atkins Family Coach Service, 17 Hunter’s Lodge, Swansea, SA7 9RU and have received their price list. It costs £325 for a 50 seater coach. Admission to Bristol Zoo is £6.80.



TASK 1: DISPLAY

Create a notice announcing the proposed trip to be put in the local Community Centre. Include details such as the date of the trip, the cost per person (charge £6.50 for the bus plus the admission fee) departure time is 8.00 am and return time is approximately 9.30 pm. The trip will depart from the Community Centre. Any member who is interested should contact you, the Secretary, by 2 weeks from today together with a £5.00 deposit.

TASK 2: BUSINESS LETTER

Two weeks later you have 50 names for the trip. Write a letter using your own address to Atkins Family Coach Service to book your coach, enclosing a cheque for £250 as a deposit.

TASK 3: TICKET

You need to design and print out tickets. Create a sample ticket on no more than half an A4 size paper filling in the details as necessary. The ticket would then be “reduced” in size and printed out on card.

