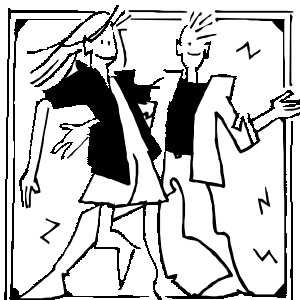


CHRISTMAS AT SOL'S



You work at Sol's, 1 Bright Street, Bury, BL9 5JH.

Ms Samantha Kelly from Tottington High School, Laurel Street, Tottington, Bury BL8 3LY has telephoned and booked the Function Room for a Christmas meal next Friday evening at 7.30 pm. The menu is as follows:

Starter: Prawn Cocktail

Main Course: Roast Chicken
 Seasonal Vegetables
 Served with Chips

Dessert: Sticky Toffee Pudding with Caramel Sauce

 Cheese and Biscuits

 Coffee

You have been asked to complete the following tasks:

- 1 Display the menu above. It should be headed 'Tottington High School - Christmas Celebration'. Display this menu in an attractive manner. Use pictures too!
- 2 Samantha has asked your advice about DJs - suggest four mobile discos. Arrange information in two columns (Name of Disco and Address). Use the Internet or your local Yellow Pages to find this information.
- 3 Design a letterhead for Sol's and write to Samantha confirming the booking and the arrangements for this meal. Enclose a copy of the special menu and the suggestions for the DJ. The letter should be prepared in fully blocked style and will be signed by Sol's Manager, David Kay.