

TASK 27

Recall Task 22 and amend it as shown. Proof read it carefully then print out one copy.

TASK 27

(today's date)

Mr M Wellington
Victoria College
Westminster Street
LONDON SW1 9PT

Dear Mr Wellington

Visit to London Micro Centre

The Autumn exhibition at the centre will run from September to November. You would be welcome to bring your group of students any Wednesday from 10 am onwards. If this proves to be inconvenient, do not hesitate to contact me again with your own suggestions. I enclose a copy of our Information Sheet about the forthcoming exhibition and a Programme of Events.

In case you have not visited before, let me explain that the centre has been designed as a teaching facility for London business people who wish to learn more about information technology. It therefore, has the following features.

Microcomputers There is a range of micros from the world's leading manufacturers permanently available for demonstration or tuition.

Videos and Talks A daily video session takes place, and there are regular talks by industrial experts.

Special Exhibitions A series of special exhibitions has been arranged. These concentrate on various aspects of information technology.

Yours sincerely

Peter Scott
Publicity Manager

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