

Questions 181–185 refer to the following two e-mail messages.

To: Cheryl McLean
From: Lee Chang
Subject: My arrival

Hello Cheryl,

I will arrive in Springfield next Wednesday from Melbourne at 11:00 A.M. I will be staying at the Hotel Paris. It would be no problem for me to take a taxi to the hotel. I could meet you at your office in the early afternoon, let's say at 1:30. I understand that it is very close to the hotel, so I can just walk over. I will bring my computer with all the necessary files, but I still haven't seen a copy of the Petersen report. I'd like to look it over before I see you and would appreciate it if you'd send a copy to my hotel. I will have to leave for Hong Kong on Saturday afternoon, but I think we'll have plenty of time to complete our project before then. I look forward to meeting with you.

Lee Chang

To: Mark Robertson
From: Cheryl McLean
Subject: Fw: My arrival

Mark,

I am forwarding the details of Mr. Chang's arrival next week. Please use the company car to pick him up at the airport, and BE ON TIME. In fact, you should plan to arrive half an hour early to make sure. Also, you'll note that he asked me to send the Petersen information to his hotel room. Please don't forget to give it to him. It's very important. I'd like the staff to meet Mr. Chang, so please reserve the fourth floor conference room for Thursday morning. One more thing, I plan to take Mr. Chang to dinner on Wednesday evening, so we'll need reservations for 7:00 at the restaurant at his hotel. That's all for now. Thank you.

Cheryl

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