**Read the following message carefully and write a memo for the staff. You are employed in the office of the Pearl Continental Hotel in your area. This morning the Manager of the hotel, Mr. Zaid, said this to you:**

“There’s a bit of a problem, I’m afraid. Please keep this to yourself – it’s important that only the senior staff knows this – we’ve failed our inspection from the Fire Department! I should say there’s no immediate risk or danger. We’ve corrected some of the problems immediately; it wasn’t sensible of us to keep fire doors locked when the inspectors were around. But one

problem is that the alarm system isn’t sensitive enough to detect very small fires. Fortunately, I’ve been able to contact the company that installed the alarm, Rausman Brothers, and they can come and do the necessary work in two days’ time.

“It should only take a day to do the work, but on 14th June the alarms are likely to go off all the time. This will be a nuisance for all concerned, staff and guests, but we’ll all have to ignore the alarm for this day.

“I’d like you to send a memo to all staff explaining what is happening. Don’t tell them about the inspection failure, of course, but let them know about the alarm being repaired. We will be working as usual on the day so, if there happens to be a real fire (let’s all hope there isn’t), all staff will have to raise the alarm as best they can and make sure everyone leaves the building. Stress that this is for one day only and everything will be back too normal on 15th June.

“We’d better let the guests know what is happening. I’d like you to prepare a notice that we can put in each occupied bedroom and on the notice boards. Just let them know what is happening on 14th June and tell them politely to ignore the alarm. Try to reassure them that, if there is a real fire, we’ll get them out of the building.”