

## UNIT 11 WRITING

### PART 1

To: Ms. Ei Taj, director, Conference Planning  
A: Office of Sites Director, CCP, UNEC

16 September 2005

Through: John Apruval, Officer-in-Charge  
De: S/C Conference Planning, CP, UNEC

From: Ofra Plan, Coordinator, Conference Outreach  
De: Office of Sites Director, CCP, UNEC

Reference: confsites

Subject: **Results of information-gathering on two possible**

Object: **World Heritage conference sites**

1) I am writing to inform you of the results of my efforts to gather information on two possible sites for a World Heritage Conference. As you know, the Organization has been considering two World Heritage sites in Canada as possible locations for the conference. One possible site is Quebec City in the province of Quebec and the other is Lunenburg in the province of Nova Scotia. Please let me know, in a return memo, any input or questions you may have on the possible conference sites described below. After I receive your reply, I will send an announcement to all the conference organizers, who can then discuss the results and offer opinions on which locale is more suitable at our next planners meeting on Thursday 16 September.

2) Quebec City is the capital of the province that is the first French settlement in North America, which started back in the year 1608. Old Quebec became a UNESCO World Heritage site in 1985. The old city has retained its classic architecture, represented by the famous Chateau Frontenac, often called "the jewel of Quebec." This is one of the hotels offering excellent conference facilities and is in the heart of the old city.

3) The other possible location is in Lunenburg, Nova Scotia. This is the site of a historic fishing village that dates back to the year 1753 when it was first settled by Dutch, German and French colonists. Lunenburg was designed according to a "model town" plan developed by great architectural thinkers of the day. The eighteenth and nineteenth century buildings are still preserved in their original vivid "crayon-bright" colors. In 1995, UNESCO recognized Lunenburg as a World Heritage site. Just several blocks from Lunenburg's most historic area, one or two modern hotels with conference facilities are readily available to serve as venues (details of each will be supplied at the next meeting).

4) The settings of both Quebec City and Lunenburg offer inspiring settings for a meeting conference of our UNESCO World Heritage group. I look forward to gathering with all the organizers at next week's planners' meeting so that we can share our responses and input.

5) Thank you for your attention to this important matter.