

PRACTICE 6

Situation: You work at Adonis Model Agency, Königsallee 15, 40210 Düsseldorf, Germany.
Tel: 0211/ 37 64 27 Fax: 0211/ 37 64 0. The Agency Manager is Mrs Ursula Zimmermann.

Mrs Zimmermann says, "Look at this letter, this is great news. IT fashion magazine want to interview Gisele, the model we signed up last month, and may want to use her for the front cover. Check Gisele's diary and write a reply in my name. I want to be there as this is her first big interview."

IT Fashion Magazine

IT House, Edgware, London NW3 5YH

Tel: 020 3654 1212 Fax: 020 3654 9821 Website: www.itfashion.co.uk

Adonis Model Agency
Bookings Manager
Königsallee 15
D-40210 Düsseldorf
Germany

29 May ...

Dear Sir / Madam

As you may be aware we have a regular interview spot in our international fashion magazine for new and upcoming models. The aim of this is to find out something about the model and discuss his or her interests.

In one of our forthcoming issues we would like to interview Gisele who we have been informed is contracted to your agency. We would like to interview her in an informal environment, perhaps in a hotel room or an apartment. If we are satisfied with the photographs we may wish to use her face on the front cover of the issue.

We would like the interview to be held in the week beginning Monday 12 June in Düsseldorf. Please let us know if you are in agreement with the interview and when / where would be convenient.

Yours faithfully
Jan Morgan
Jancis Morgan (Ms)
Editor

Mrs Zimmermann adds, "I can't change my meeting in the afternoon of the twelfth but I can manage any other day next week. Offer to collect them from the airport and ask them what kind of things they want to know about her." Look at the diary for Gisele and write the reply.

			Model: GISELE
	Morning	Afternoon	Evening
June 12 Monday	Photo session in-house		Modelling at Dolitti & Marcus fashion show
June 13 Tuesday	Hair & Beauty International Trade Fair	Meeting with JEUNE Cosmetics (contract?)	
June 14 Wednesday		Photo session – GIL's new fashion collection	Viewing Ralf Mannes fashion show
June 15 Thursday	Trial session with Jay Cooper, fashion designer		
June 16 Friday	11–15.30 NJR hair products demonstration on stand	Hans Braun meeting re HGH new mailorder catalogue	

Write the reply.