

**Activity 4: Put contents in the following memo report in the correct positions.**

To: Ms Carton

From: Monica Phillips

Subject: Report on my visit to Bakeworth Toy Museum

Date: 24 Jun 20XX

1. There is a café on the fourth floor, which serves snacks and cold drinks. Prices are reasonable and there is plenty of seating.
2. Having been recently renovated, the building is in extremely good condition. The museum is large, with over twenty rooms full of toys and games from the past hundred years. There are many toys for visitors to actually touch and play with, so many tourists-children and adults alike – will find the museum interesting and entertaining.
3. The Bakeworth toy museum is an excellent tourist attraction. The entrance fees are reasonable and there is plenty of things for people to do there. I believe we should recommend the museum to tourists, particularly those with children.
4. Entrance is free for children under eight. For those aged eight to sixteen, entrance costs €1.50. The fee is €2.50 for adults.
5. As requested, I visited the new Bakeworth Toy Museum at 24, Pansilva Street, Bakeworth yesterday. My findings are presented below.

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