Victoria Conference Centre

SHARE IDEAS, BE INSPIRED

In the heart of downtown Victoria, British Columbia, by the spectacular Inner Harbour is the Victoria Conference Centre; a bright modern and technically advanced meeting place that is most inviting

The average size of the conferences we host is 450-1,000 delegates. However, we have hosted groups as large as 2,500 delegates. Since conferences have distinct design and function space requirements, defining a "maximum" size is truly dependent on the event. We work to make the space fit your conference program. We are creative thinkers and enjoy working closely with clients to fashion the perfect venue.

May 18

Mary Ann Fisher

34 Victoria Street

Bristol, UK

Dear Mc Fisher,

Thank you for your enquiry about our company, Tourism Victoria. I am delighted to hear you have chosen our city to host your conference. Let me tell you a little about what our company can offer you.

We plan special events, entertainment and excursions such as eco-adventures, symphony concerts end tours, for your delegates. We'll be happy to provide you with information on how to arrange pre- end post-event activities to suit your needs.

Tourism Victoria can also assist in promoting your organization's conference to stimulate delegate attendance with brochures and lure pieces. We'II act as liaison between our 900-plus member businesses and your planning committee.

I have enclosed an information leaflet on the Victoria Conference Center, which I highly recommend as a venue for your conference.

LIVEWORKSHEETS

1. What is the purpose of the leaflet?

A. to educate people

B. to promote something

C. it is an invitation

D. it is a coupon

2. What is true of the letter?

A. It was unsolicited

B. It answers an enquiry

C. It follows a purchase

D. It requests a service

3. What has been decided for sure by Ms Fisher?

A. She will work with Tourism Victoria

B. She will have a conference in the city of Victoria

C. She will hold the conference at the Victoria Conference Center

D. She will arrange an eco-adventure

4. Where is the Victoria Conference Center located?

A. in the downtown area

B. near the downtown area

C. by the sea, outside town

D. 900 meters from the town

5. Where is Ms. Fisher from?

A. England

B. Canada

C. United States

D. Australia

LIVEWORKSHEETS