

Your colleague sends you her draft reply to the below email and asks you to help edit.

Thank you for the answer to my e-mail.

I apologize for bothering you about booking the air tickets, instead of contacting cesl-helpdesk (as it was clearly advised in the attached information). Thank you very much for forwarding my letter.

However, I do not understand your position on the hotel reservation. The information memorandum states that CESL will reserve hotel room on our behalf, and we asked you to do so. But in your reply we could find again information on the subject: how to do hotel reservation that could mean that still we are requested to manage this matter ourselves. Is it possible that CESL makes hotel reservation on our behalf or it was a false information in the attached memorandum, and we have to do that anyway?

Please edit the below reply to Professor Smith.

Dear Professor Smith,

Thank you for your email. I apologise for the confusion made before. However, the information provided by Ms. Jones is drafted base on the situation that the courses were held in Beijing last year. However, as the training venue shifts to Shanghai this year, some situation changed. As I explain in my previous email, during the Expo period, all the hotel need credit card number to guarantee the room. Frankly speaking, in Beijing, hotel will not ask for the credit card number to guarantee the room last year. Hence, Please find attached the updated version. CESL suggested the lecturers to book the hotel room by themselves in Shanghai.

For further information regarding to the hotel which other lecturers will stay, please visit its web page. As Shanghai is organizing the Expo, the hotel will require the **credit card number to guarantee the room**. Hence, you can reserve the hotel room here.

Should you have any questions, please do not hesitate to contact me.

Best regards,

C. Wang