Longer Writing Task

A new tourist centre is being built to provide facilities and information for tourists who visit London. The centre will be the first source of contact for tourists, and will provide guidance and help. The Manager of the centre has asked you to write a report explaining all the different facilities and help that should be provided at the tourist centre, e.g. maps, staff to clearly guide tourists to their destination, books, and recommendations of where to go and when.

Q. Write a report to the Manager of the tourist centre explaining all the different facilities that should be provided.