

Unit 4 – Giving a report

1. A catering company has done some research into buying a new marquee. Put the sentences in the report about the research in the right order.

- a 1 The purpose of our research was to find a new marquee to replace our old ones. We wanted
- b ____ Finally, we interviewed the customer and our employees. We asked
- c ____ our technicians what they thought of the marquee. We found
- d ____ that the T-system was easier to pack and transport than our old ones.
- e ____ to the Sales Director who agreed to let us have one on trial.
- f ____ Why did we choose the T-system Marquee? Because of its spacious design.
- g ____ Then, we took the marquee to our next venue and put it up.
- h ____ First, we contacted Bond Fabrications which produces marquees. We spoke
- i ____ to find out how easy the marquee would be to transport.

2. A restaurant has done some research into buying new uniforms for its staff. Complete the report about the research using the phrases below.

Finally	We found that	We wanted
Then	Why do we need	We spoke to
First	The purpose	We asked customers and staff

I'm here to report on our research into companies that make staff uniforms.

¹ The purpose of our research was to find a company that creates original designs at a reasonable price.

² _____ to find the best company to design our next set of uniforms.

³ _____ new uniforms?

Because customers have complained about the appearance of our serving staff, ⁴ _____, we made a list of all the possible companies we could find.

⁵ _____, we chose the top three companies. ⁶ _____

the Sales Department of each of the companies and asked them to send us a sample design.

⁷ _____, three members of staff wore the samples in the restaurant for a week.

⁸ _____ for their opinion of the uniforms. ⁹ _____

the most popular uniform with customers was the one designed by Business Style because of its bright colours and modern design. The staff also preferred this uniform because it was comfortable and easy to wash.