

- 1 A catering company wants to find a new supplier of office products. Put the sentences of the research report in the correct order.

- 1 The purpose of our research was to find a new supplier of office products.
— Finally, we asked our staff to compare the products from the three suppliers.
— We also found that Office Plus were very quick and their staff were very helpful.
— Then, we chose three companies and asked each of them to deliver the same 50 products.
— Our conclusion is that Office Plus offers the best value with good products and a reliable service.
— 85% of our employees thought the products from Office Plus were really high-quality.
— We started by comparing the catalogues of ten different companies.
9 We recommend using them for all our office needs.
— We wanted to find just one supplier who could deliver all the products we need in less than three days.

- 2 A restaurant is researching new uniforms for its staff. Complete the report with the phrases below.

Finally	we recommend	We wanted
First	We did this by	showed
The purpose	Then we asked	the majority

1 The purpose of our research was to find a company that creates original designs at a reasonable price. 2 _____

to find a new uniform that was modern and attractive. 3 _____ testing three different designs and then getting feedback from our customers and staff.

4 _____, we asked three different designers to produce a new uniform.

5 _____ three of our staff to wear the uniforms for a week, and we asked customers what they thought of the designs.

6 _____, we asked the staff for their opinions.

Our research 7 _____ that the most popular uniform with customers and staff was from Fatima Fashion. However, 8 _____ of customers found that the colours weren't right for our image.

For this reason, 9 _____ asking Fatima Fashion to provide two different colour designs.