

EXTRA MATERIAL

Business vocabularies

Reading text and vocabularies

A managing director talks about the planning of a new sales office in the United States. Complete the text with nouns from the box.

**schedule – report – information – budget (x2) – research –
sales – meeting – options – costs – deadline**

Recently we decided to open a new sales office in New York. First I arranged a*meeting*....¹ with the finance department to discuss the project. We prepared a² with details of the various costs involved. Then we collected.....³ about possible locations for the new office. We considered two⁴ – one in Greenwich Village and the other near Central Park. After doing some more⁵, I wrote a⁶ for the board of directors.

Unfortunately, we made a mistake when we estimated the⁷ as the exchange rate changed, and so we didn't keep within our⁸. We overspent by almost 20 percent. We had to rearrange the⁹ for moving into the building because the office was not redecorated in time. The board of directors was unhappy because we didn't meet the¹⁰ for opening the office by 15 December. It finally opened in January. However, we forecast¹¹ of at least \$500,000 in the first year.