

Planning a work party

- 1 You work in the human resources department at Benham Engineering. You receive this email. What do you need to do?

Subject: Emilia's 20th Anniversary Party



We'd like to celebrate Emilia's twenty years with Benham Engineering. Can you organise a party for everyone? Here are the details:

Date: Wednesday 14 March

Time: 12.00 to 14.00

Place: Conference room

Number of people: Sixty

Catering: a light buffet lunch with sandwiches, canapés, fruit and desserts

Please arrange for a catering company to do the food service. We can buy the drinks. Can you also arrange the extra cleaning service with the cleaners after the party?

Best regards,

To: customerservice@carter-villiers

From: Anita Patterson

Subject: Enquiry about a catering order



Dear Sir/Madam,

We would like to order food for lunch at Benham Engineering on Wednesday 14 March and I have some questions. Firstly, ¹a_____ t_____ any sandwiches for vegetarians? I couldn't find any on the website.

The selection of canapés is very good. ²H_____ m_____ canapés are there per person? We also want to order cake and cut fruit platters. ³H_____ m_____ people does each platter serve? Finally, ⁴h_____ m_____ does delivery cost and ⁵i_____ t_____ a discount for large orders? We want to order food for sixty people.

Regards,

Anita Patterson

Human Resources Assistant
Benham Engineering

- ★ 2 Look at the information from a catering company and complete the questions in the email.

Carter-Villiers CATERERS



Sandwich platters
£16.50 per platter
Each platter serves six people.
We provide a selection of sandwiches and baguettes on white and brown bread.
Please select from the menu.

Canapés
£9.95 per person
Please select from the menu.

Cake platters
£14.50

Cut fruit platter
£12.50

Please place your orders online before 1.30 p.m. for next-day deliveries. Minimum order is £30.
If you have any questions, call 0938 665 0123 or email customerservice@carter-villiers.

Any vegetarian options?

Number of canapés per person?

Number of people one platter serves?

Cost of delivery?

Discount for large order?

- 3 Write a reply to the email in Exercise 2.

Student A

You are Anita Patterson from Benham Engineering.

Read the information and phone Carter-Villiers caterers to order food for the party.

Write the cost of the order in your notes.

BENHAM ENGINEERING

Lunch order for 14 March

Order details

- *Selection of canapés for sixty people*
- *Ten sandwich platters: five meat, three fish, two vegetarian*
- *Ten cake platters*
- *Eight cut fruit platters*

Delivery time: 11.30 a.m.

Total cost with five percent discount? _____

Student B

1 You work for Carter-Villiers caterers. Anita Patterson at Benham Engineering phones to make an order.

- Look at your order form.
- Prepare the questions to ask the customer.
- Ask and answer questions and take the customer's order.

What's the (company name)?

How many people are there for canapés?

How many (sandwich platters) do you want?

Carter-Villiers CATERERS

Company name ¹ Benham Engineering

Delivery date ² _____

Order details

Number of people for canapés ³ _____

Number of sandwich platters: ⁴ _____

Type of platters: ⁵ _____ meat
⁶ _____ fish ⁷ _____ vegetarian

Number of cake platters ⁸ _____

Number of cut fruit platters ⁹ _____

Delivery time ¹⁰ _____

Total cost: £1,007 (before discount), £956.65
with five percent discount

No delivery charge.

Plan your work party.

Review 2

Vocabulary

1 Choose the correct word to complete the sentences.

- The transport company don't make *deliveries* / *orders* / *suppliers* on Sundays.
- Customers can *deliver* / *order* / *supply* their food on our website or app.
- Our company *deliveries* / *order* / *supplies* printers and other office equipment.
- They *delivered* / *ordered* / *supplied* the products to our warehouse yesterday.
- We work with hundreds of *delivers* / *orders* / *suppliers* in twenty-five different countries.
- The supermarket placed a big *delivery* / *order* / *supply* for fresh bananas.

2A Put the words in the correct order to make questions.

- can / help / you / How / I / ?

- office desks / I'd / order / like to / some / .

- product reference number / have / you / the / Do / ?

- small boxes / do / How / need / you / many / ?

- are / much / large boxes / How / the / ?

- delivery / much / cost / does / How / ?

- deliver / morning / you / by Monday / Can / ?

B Match the questions (1-7) in Exercise 2A with the responses (a-g).

- | | |
|---|-------|
| a One euro each, or ten for €8.50. | _____ |
| b I'd like to order 5,000, please. | _____ |
| c Yes, I have it here. It's JX12045GE. | _____ |
| d I'd like to order some of your boxes. | _____ |
| e I'm very sorry, we can't deliver until Tuesday. | _____ |
| f It's free of charge for orders over €100.00. | _____ |
| g Yes, of course. How many would you like? | _____ |

Grammar

3 Complete the sentences with *much* or *many*.

- We don't have _____ orders today.
- How _____ time do we have for the meeting?
- Do you have _____ work this week?
- How _____ does this smartphone cost?
- Do you have _____ customers in this country?
- How _____ people are in the office today?
- We don't get _____ deliveries at the weekend.
- The store doesn't have _____ fresh food on Friday.

4 Choose the correct option.

- We are expecting _____ deliveries this morning.
a a b any c some
- She has _____ of meetings this week.
a a lot b any c some
- We don't have _____ suppliers in that country.
a a b any c some
- I have _____ important work to finish.
a a b any c some
- He doesn't have _____ time to visit the client today.
a any b a lot c some
- They sell _____ of food to the European market.
a a lot b any c some

5 Complete the sentences with the correct form of *there is/there are*.

- _____ any paper in the photocopier?
- _____ a lot of people in the canteen.
- _____ any coffee. Can you buy some?
- _____ any cold water in the fridge?
- _____ many deliveries today.
- _____ a problem in the warehouse.
- _____ any refunds on orders?
- _____ much time to prepare the order.

Functional language

6A Complete the sentences for making agreements about a service.

- How _____ offices are _____ ? _____
- How _____ days _____
you need a cleaner? _____
- What _____ you want the designer to do? _____
- How _____ time does the engineer need? _____
- What time _____ you want the
consultant to come? _____
- How _____ is that? _____
- _____ the price include VAT? _____
- _____ a place for
the equipment? _____
- When _____ the caterers start? _____

B Who asks questions 1-9 in Exercise 6A, the *Service Representative* (S) or the *Client* (C)? Write S or C for each question.