

Business Communication unit 4

2 The team are now discussing entertainment.

Choose the correct words in *italics*.

Wolfgang So, what's happening with the entertainment? We haven't discussed that at all yet.

Katja Maybe we can ¹*let / allow / ask* Elke answer that. She's been working on entertainment.

Elke Have you seen this brochure of party decorations? They look great. I think we should get some balloons and ...

Katja That's interesting, Elke, but I think it's probably best ²*discussed / left / given* for another meeting. We don't have much time, so I'd like to prioritize entertainment.

Elke Sorry. Yes, er ... we were thinking of hiring that Abba tribute band, but I'm having second ³*opinions / ideas / thoughts* about it now. Maybe the Beatles tribute band would be better.

Torsten With ⁴*regret / respect / regards* Elke, do we really believe that those kinds of bands are a good idea at such a sophisticated evening event?

Wolfgang Do we need any live music at all?

Elke Well, I've started to wonder that. Maybe we don't ...

Katja I'm not sure this ⁵*gets / leaves / is getting* us anywhere. The decision has already been made that we'll have live music, so can we try and make a decision on this? Can I just ask everyone ⁶*to conclude / to sum up / to tell* their views on this?

Wolfgang OK, well I still have serious ⁷*reservations / considerations / observations* about having a tribute band. If we must have live music, I would prefer a jazz band or a string quartet.

Torsten I totally agree.

Elke Well, I suppose I could look into that.

Katja So am I right ⁸*about / with / in* saying that the general opinion is we'll go with either jazz or classical?

Elke Yes – I think so.

Katja Good. I'd like to ⁹*draw / say / manage* things to a close now, so could we check that we are all clear on what needs to be done next?