

UNIT 2 PEOPLE

PART 1: COMPLETE THE TEXT.

10 points

1. Before the artefacts can be displayed, the missing _____ must be signed.
2. The registrar updates the _____ so every object can be identified.
3. Accurate _____ allows staff to retrieve records quickly.
4. During installation, _____ helps monitor every object's location.
5. The museum should _____ so every department receives the same information.
6. The communications manager should _____ before rumours spread.
7. At tomorrow's meeting, try not to _____; explain the problem immediately.
8. Every _____ should receive an update about the exhibition delay.
9. The _____ will supervise the exhibition concept while the conservator checks object safety.
10. These documents will later support the museum's _____.

accession register, indexing, partnership proposal, movement control, annual report, stakeholder, curator, conservator, keep everyone in the loop, put someone in the picture, get straight to the point, transfer of title form, retrieve, catalogue, staff, briefing

PART 2: REWRITE THE SENTENCES USING AN APPROPRIATE MODAL

20 points

1. It is advisable to notify every partner immediately.
2. It is possible that the sponsor changes their decision.
3. It wasn't necessary to move all the artefacts yesterday.
4. You are prohibited from transporting the object without documentation.
5. It would be a good idea to inform the board before publishing the press release.
6. It is essential that every artefact be catalogued before it is transported.
7. There is a strong possibility that the international partners will request additional documentation.
8. It wasn't necessary for the communications team to issue a press release because the event was postponed.
9. It would be advisable for the museum director to consult the board before signing the partnership agreement.
10. Visitors are not permitted to enter the conservation laboratory without authorization.

PART 3: MUSEUM NETWORKING STRATEGY

20 points

Your museum has received funding for a new exhibition called: "**Hidden Stories: Objects that Changed History.**" The museum director has asked you to prepare a 5-minute networking pitch for potential international partners. Create your proposal.