

## Unit 4 – Giving a report

1. A catering company has done some research into buying a new marquee. Put the sentences in the report about the research in the right order.

- a 1 The purpose of our research was to find a new marquee to replace our old ones. We wanted
- b \_\_\_ Finally, we interviewed the customer and our employees. We asked
- c \_\_\_ our technicians what they thought of the marquee. We found
- d \_\_\_ that the T-system was easier to pack and transport than our old ones.
- e \_\_\_ to the Sales Director who agreed to let us have one on trial.
- f \_\_\_ Why did we choose the T-system Marquee? Because of its spacious design.
- g \_\_\_ Then, we took the marquee to our next venue and put it up.
- h \_\_\_ First, we contacted Bond Fabrications which produces marquees. We spoke
- i \_\_\_ to find out how easy the marquee would be to transport.

2. A restaurant has done some research into buying new uniforms for its staff. Complete the report about the research using the phrases below.

Finally    We found that    We wanted  
Then    Why do we need    We spoke to  
First    The purpose    We asked customers and staff

I'm here to report on our research into companies that make staff uniforms.

<sup>1</sup> The purpose of our research was to find a company that creates original designs at a reasonable price.

<sup>2</sup> \_\_\_\_\_ to find the best company to design our next set of uniforms.

<sup>3</sup> \_\_\_\_\_ new uniforms?

Because customers have complained about the appearance of our serving staff, <sup>4</sup> \_\_\_\_\_, we made a list of all the possible companies we could find.

<sup>5</sup> \_\_\_\_\_, we chose the top three companies. <sup>6</sup> \_\_\_\_\_

the Sales Department of each of the companies and asked them to send us a sample design.

<sup>7</sup> \_\_\_\_\_, three members of staff wore the samples in the restaurant for a week.

<sup>8</sup> \_\_\_\_\_ for their opinion of the uniforms. <sup>9</sup> \_\_\_\_\_

the most popular uniform with customers was the one designed by Business Style because of its bright colours and modern design. The staff also preferred this uniform because it was comfortable and easy to wash.