

## Business communication

1 Number the extracts from a presentation about a new product in the most appropriate order 1–10.

a First, I'll give you a brief overview of the product. \_\_\_\_\_

b Basically, Minute Monitor consolidates a department's time schedules. It ... \_\_\_\_\_

c Does that sound OK? \_\_\_\_\_

d Now I'd like to move on to some of its features. I'd like to demonstrate this by using the tool itself. \_\_\_\_\_

e Then I'll talk about its benefits. After that I'd like to show you some of its features. \_\_\_\_\_

f Good. The greatest benefit of this is that all your staff's appointments are logged in one main diary so everyone can see who's in the office and when. \_\_\_\_\_

g What I'd like to do in this presentation is demonstrate a new scheduling tool. \_\_\_\_\_

h Have a look at the screen – with your current system you can't link everyone's calendars. However, with Minute Monitor, you'll all be able to access this central one. \_\_\_\_\_

i Is everything clear so far? \_\_\_\_\_

j OK. We call the product Minute Monitor, and it's a pretty simple concept. \_\_\_\_\_

2 Complete the rest of the presentation with the words and phrases from the list.

*this means the biggest potential benefit of in the future the other major advantage whereas at the moment is another great thing about*

Minute Monitor scheduling tool can be set up with your current system immediately, <sup>1</sup> \_\_\_\_\_ similar tools on the market require much higher investment to make them compatible. <sup>2</sup> \_\_\_\_\_ is that the program is very user-friendly and doesn't require a lot of previous knowledge or training. A drop-down user-guide assists you every step of the way, which <sup>3</sup> \_\_\_\_\_ Minute Monitor. <sup>4</sup> \_\_\_\_\_, your system is able to schedule 25 employees' appointments, but with Minute Monitor you can increase this to 50. <sup>5</sup> \_\_\_\_\_ that project leaders and department heads can have a better overview of the activities taking place. <sup>6</sup> \_\_\_\_\_ Minute Monitor is that physical project scheduling can be delegated to admin staff <sup>7</sup> \_\_\_\_\_, giving the team leader more time on the project.