

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. 1
 - 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, ¹ _____ similar tools on the market require much higher investment to make them compatible. ² _____ 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 ³ _____ Minute Monitor. ⁴ _____, your system is able to schedule 25 employees' appointments, but with Minute Monitor you can increase this to 50. ⁵ _____ that project leaders and department heads can have a better overview of the activities taking place. ⁶ _____ Minute Monitor is that physical project scheduling can be delegated to admin staff ⁷ _____, giving the team leader more time on the project.