

READING COMPREHENSION

PROCESSES

Name: _____

Date: _____

Read and answer the questions below.

Organizing a Client Conference

The bank is planning a client conference next month. The logistics team is in charge of the arrangements. First, they need to set up the venue and draw up the agenda. Then, they book hotel rooms and prepare the itinerary for the clients. After that, they order catering and make sure all the supplies are ready. Finally, they send the invitations and wait for confirmation.

At the same time, the finance department is working on the budgeting for the event. They must review all the expenses, such as hotel reservations, catering, and travel costs. They also prepare an invoice for each client and make sure the cash flow is positive. The finance team needs to go through the forecast and carry out a small audit to check if the numbers are correct. At the end of the day, both teams need to tie up loose ends so the conference is a success.

What is the first task of the logistics team?

- a) Order catering
- b) Set up the venue
- c) Send invitations
- d) Book hotel rooms

What document does the finance team prepare for each client?

- a) Agenda
- b) Invoice
- c) Minutes
- d) Statement

What is the purpose of the audit?

- a) To plan the itinerary
- b) To check if the numbers are correct
- c) To send invitations
- d) To book hotel rooms

What do both teams need to do at the end of the process?

- a) Cut corners
- b) Tie up loose ends
- c) Turn down requests
- d) Break down expenses

Read the statements and decide if they are true or false.

The logistics team prepares the cash flow. (____)

The finance department reviews expenses like catering and travel. (____)

The last step for the logistics team is sending invitations. (____)

The finance department ignores the forecast. (____)

Both teams contribute to the success of the conference. (____)

Based on the reading, put the logistics steps in the correct order (1–5):

- ___ Book hotel rooms
- ___ Send invitations
- ___ Order catering and prepare supplies
- ___ Set up the venue and draw up the agenda
- ___ Prepare the itinerary

Fill in the blanks with the correct sequence words (First, Next, After that, Once, Meanwhile, Finally) to reorder the sentences (1–6) to show the correct process.

- A. ___, the logistics team sets up the meeting room while the finance team prepares the invoices.
- B. ___ everything is confirmed, the invitations are sent to all participants.
- C. ___, both teams tie up loose ends and confirm that everything is ready.
- D. ___, the logistics team books the hotel and the flight.
- E. ___, the finance team reviews the expenses and checks the budget.
- F. ___, they prepare the itinerary and order the catering.