Business Communication U5

Instructions: Order the Conversation (1–10)

Context:
Maria works for a marketing agency. She is meeting Leo to discuss an upcoming product launch event.

Number the conversation in the correct order (1–10).

a. **Leo:** That sounds great. We'll need to think about how to manage the guest list. ____

b. **Maria:** Finally, we'd like to offer two possible dates. I'll email you the details later today. ____

c. **Maria:** I've called this meeting to discuss the launch event you asked us to organise. ____

d. **Leo:** I see. That could be a challenge if too many people attend at once. ____

e. **Maria:** Thanks for meeting with me today, Leo. ____

f. **Maria:** The idea is to focus on product demonstrations and allow customers to ask questions directly. ____

g. **Leo:** That makes sense. We want the event to be interactive. ____

h. **Maria:** We recommend setting up time slots so visitors can attend throughout the day. ____

i. **Leo:** I'm glad you're involving our staff in the process. ____

j. **Maria:** So, shall we move on to the schedule and next steps? ____

LIVEWORKSHEETS