



Business Communication unit 1

Business communication

- 1** Sonia and Luis are discussing Luis's visit to a potential site for the company. Choose the best answer from the words in *italics*.

Sonia How did you feel about the beach site?

Luis I've got to say that I'm not 100% ¹*agreed* / *convinced* / *decided*. I mean, it's beautiful. But it's more of a holiday resort than a business centre. There's too much of a holiday feeling – and it's not even especially close to the airport. All in all, it's going to be a bit more complicated than we ²*anticipated* / *considered* / *proposed*.

Sonia I see. What about the potential pitfalls? What's your impression of the local workforce?

Luis Well, I ³*shouldn't* / *wouldn't* / *didn't* go so far as to say that they don't speak English at all, but I did run into a couple of problems. ⁴*I'm saying not* / *I'm not to say* / *I'm not saying* it's a bad thing that their French is better than their English, it's just that English will be a major factor as well, so I'm a bit ⁵*aware* / *careful* / *wary* of that. I'll do more research if you want, but I can't promise ⁶*nothing* / *something* / *anything*. I'm a bit reluctant to recommend the site at this stage.

Sonia What about the city-centre site?

Luis I ⁷*ought to* / *'ve got to* / *shall* say that I've never seen anywhere quite like it. I'm totally convinced by its potential, as it's really got everything you could ask for. I'm sure you'll agree that the local facilities are first class. There's also an old factory which I'm fully ⁸*confident* / *assured* / *insured* we can acquire and refit.

Sonia I'm not sure whether the budget will stretch ...

Luis That's not ⁹*an explanation* / *a reason* / *a rationale* to delay. As you'll see from my projected figures, the price of the disused factory is a bargain! We ¹⁰*can't* / *mustn't* / *don't go wrong*!

Sonia Then that shouldn't be a problem.