

Planning and agreements: Practice

Instructions: Based on the negotiation between Kim and Thomas, fill-in-the-blanks and complete the following exercises.

Part 1: True or False

Decide if the statements are True or False based on the text.

1. Statement: Kim's top priority for the conference is the catering menu.

Answer: _____

2. Statement: Thomas initially prefers a historic hall for the evening Gala.

Answer: _____

3. Statement: Kim is worried that a high venue cost will result in lower quality workshops.

Answer: _____

4. Statement: Thomas refuses to consider a DJ for the entertainment.

Answer: _____

5. Statement: The final agreement sets the RSVP launch for the 5th of next month.

Answer: _____

Part 2: Text-Based Short Answer

Provide a brief response based on the dialogue.

6. Identification: Which two specific items did Kim mention might be cut if the budget for the venue is too high?

Answer: _____

7. Alternative: What type of venue did Thomas suggest as a compromise to save funds?

Answer: _____

8. Efficiency: What is Kim's suggestion for saving costs on vendor services?

Answer: _____

Part 3: Word Scramble & Matching

Unscramble the words from the script to complete the sentences.

9. ENDAAG: Thomas wants a more diverse _____ for the conference.

Answer: _____

10. LIESXFBLE: Kim thanks Thomas for being _____ about the entertainment choices.

Answer: _____