Unit 4 – Giving a report

1. A catering company has done some research into buying a new marquee. Put the sentences in the report about the research in the right order.

a __1__ The purpose of our research was to find a new marquee to replace our old ones. We wanted

b ___ Finally, we interviewed the customer and our employees. We asked

c ___ our technicians what they thought of the marquee. We found

d ___ that the T-system was easier to pack and transport than our old ones.

e ___ to the Sales Director who agreed to let us have one on trial.

f ___ Why did we choose the T-system Marquee? Because of its spacious design.

g ___ Then, we took the marquee to our next venue and put it up.

h ___ First, we contacted Bond Fabrications which produces marquees. We spoke

i ___ to find out how easy the marquee would be to transport.

2. A restaurant has done some research into buying new uniforms for its staff. Complete the report about the research using the phrases below.

Finally	We found that	We wanted
Then	Why do we need	We spoke to
First	~~The purpose~~	We asked customers and staff

I'm here to report on our research into companies that make staff uniforms.

1 *The purpose* of our research was to find a company that creates original designs at a reasonable price.

2 _____ to find the best company to design our next set of uniforms.

3 _____ new uniforms? Because customers have complained about the appearance of our serving staff. 4 _____, we made a list of all the possible companies we could find.

5 _____, we chose the top three companies. 6 _____ the Sales Department of each of the companies and asked them to send us a sample design.

7 _____, three members of staff wore the samples in the restaurant for a week.

8 _____ for their opinion of the uniforms. 9 _____ the most popular uniform with customers was the one designed by Business Style because of its bright colours and modern design. The staff also preferred this uniform because it was comfortable and easy to wash.

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