

- 1 A catering company wants to find a new supplier of office products. Put the sentences of the research report in the correct order.

- 1 The purpose of our research was to find a new supplier of office products.
- Finally, we asked our staff to compare the products from the three suppliers.
- We also found that Office Plus were very quick and their staff were very helpful.
- Then, we chose three companies and asked each of them to deliver the same 50 products.
- Our conclusion is that Office Plus offers the best value with good products and a reliable service.
- 85% of our employees thought the products from Office Plus were really high-quality.
- We started by comparing the catalogues of ten different companies.
- 9 We recommend using them for all our office needs.
- We wanted to find just one supplier who could deliver all the products we need in less than three days.

- 2 A restaurant is researching new uniforms for its staff. Complete the report with the phrases below.

<i>Finally</i>	<i>we recommend</i>	<i>We wanted</i>
<i>First</i>	<i>We did this by</i>	<i>showed</i>
<i>The purpose</i>	<i>Then we asked</i>	<i>the majority</i>

1 The purpose of our research was to find a company that creates original designs at a reasonable price. 2 _____ to find a new uniform that was modern and attractive. 3 _____ testing three different designs and then getting feedback from our customers and staff.

4 _____, we asked three different designers to produce a new uniform. 5 _____ three of our staff to wear the uniforms for a week, and we asked customers what they thought of the designs. 6 _____, we asked the staff for their opinions.

Our research 7 _____ that the most popular uniform with customers and staff was from Fatima Fashion. However, 8 _____ of customers found that the colours weren't right for our image.

For this reason, 9 _____ asking Fatima Fashion to provide two different colour designs.