Business Communication practice

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.

Finally	*we recommend*	*We wanted*
First	*We did this by*	*showed*
~~*The purpose*~~	*Then we asked*	*the majority*

[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.

LIVEWORKSHEETS