

Business communication

1 Jana at Events4U has been asked to organize an information day at RCI for key clients. She is meeting with Xavier from RCI. Number their conversation in the correct order (1–10).

- a Jana Oh, speaking of staff ... We aim to have the reps available to the clients as long as possible. They're welcome to attend the whole day and the evening gala dinner, too. ____
- b Jana Well, the idea is to focus on the different products you offer and to provide interactive stands. The clients can then try out your new products and speak to you – the reps – directly.
- c Jana I've called this meeting to tell you about the key account event you asked us to organize. We're planning to hold it at the Lichtenstein Palace. ____
- d Jana Finally, we'd like to offer you two possible 'performances' during the day, too. I'll email you the details next week. ____
- e Jana Yes, I thought that might be a problem. We recommend you arrange a shift system throughout the day, so reps attend either the afternoon or the evening. ____
- f Xavier That's a great idea. I'm glad you're involving the staff. ____
- g Xavier That makes sense. The reps can decide which shift they prefer. ____
- h Xavier I'm not sure many reps will stay in the evening if they've been at the event all day. ____
- i Xavier Thanks, you've done a great job so far. It's exactly what we're looking for. ____
- j Xavier That sounds great – a lovely venue. How are you going to organize the event? ____

2 Put the words in *italics* in the correct order to complete 1–7.

- 1 *We / you / going / provide / are / to* _____ with free transport.
- 2 *You'll / to / opportunity / get / the / sample* _____ our products.
- 3 The Acto Museum *is / visit / worth / well / a* _____.
4 *It / a / would / good / to / be / idea* _____ buy a ticket in advance.
- 5 *We'd / to / to / like / you / invite* _____ an information evening.
- 6 *It's / thing / need / the / just / kind / we / of* _____ for our clients.
- 7 *Alternatively, / show / be / you / delighted / we'd / to* _____ our facility in Prague.