LESSON 4

17 Look at the plans for the business event. Answer the questions.

Plans for small business event:

Mike:	decide which small businesses to invite write down all the businesses that we'll invite
Kayla:	call our departments to see when they are available decide which day most people can come
Alan:	visit Bryce Park Center and Shady Grove Conference Center decide which one is best for the event
Ryan:	decide how many guest speakers to have
Paige:	send out the announcements
Abby:	set up the room set up the projector; check the sound system
Samantha:	make copies of the agenda; prepare handouts
Carrie:	announce the speakers at the conference

LIVEWORKSHEETS

1. Who is going to pick a date? _____
2. Who is going to make copies of the agenda? _____
3. Who is going to decide who to invite? _____
4. Who is going to pick a place? _____
5. Who is going to announce the speakers? _____
6. Who is going to check the sound system? _____
7. Who is going to send out announcements? _____
8. Who is going to decide how many speakers to have? _____

18 **WHAT ABOUT YOU? Answer the questions in your own way.**

1. Which step for planning a conference or meeting would you most like to do? Why?

_____

_____

2. Which step would you least like to do? Why?

_____

_____

19 **Read the article about planning a party. Then circle the letter of the correct answer to each question.**



HOW TO ENJOY YOUR OWN PARTY

Sometimes hosts are so busy planning a party that they don't enjoy themselves at the actual event. Here are some tips to help you relax and have fun!

Make lists of:
- everything you're going to clean
- how you'll decorate
- food that you'll serve
- stores you need to go to (grocery store, florist, party store, etc.)
- personal preparations (buy an outfit, get hair done, shower, etc.)

- Assign cleaning, cooking, decorating, and other responsibilities. Have your family and friends help, or hire someone.
- Decide which foods you can make before the day of the party. Have a caterer make everything else.
- Make a schedule for the day of the party. Include cleaning and decorating tasks as well as personal preparations.

Now, follow the schedule you've made, and enjoy the party!

1. According to the article, you'll enjoy your own party more if you _____.
   a. plan for it well b. look fabulous c. serve delicious food
2. Make lists to help you _____.
   a. choose which foods to serve b. make a hair appointment c. plan
3. You should make food _____ the party.
   a. during b. before the day of c. on the day of
4. The article doesn't mention _____.
   a. getting people to help you b. shopping c. how to choose the menu

LIVEWORKSHEETS

20 **WHAT ABOUT YOU? Answer the questions in your own way.**

1. What do you think is most important at a party? Rate the details from 1 to 5, 1 being the most important, 5 being the least important.

   _____ music

   _____ food

   _____ decorations

   _____ place

   _____ other: _____

2. Explain why you think that _____ is the most important detail in party planning.

   _____

   _____

3. What are some reasons for having a party?

   _____ _____ _____

   _____ _____ _____

LIVEWORKSHEETS