Planning a work party

1 You work in the human resources department at Benham Engineering. You receive this email. What do you need to do?

Subject: Emilia's 20th Anniversary Party

We'd like to celebrate Emilia's twenty years with Benham Engineering. Can you organise a party for everyone? Here are the details:

Date: Wednesday 14 March
Time: 12.00 to 14.00
Place: Conference room
Number of people: Sixty
Catering: a light buffet lunch with sandwiches, canapés, fruit and desserts

Please arrange for a catering company to do the food service. We can buy the drinks. Can you also arrange the extra cleaning service with the cleaners after the party?

Best regards,

To: customerservice@carter-villiers
From: Anita Patterson
Subject: Enquiry about a catering order

Dear Sir/Madam,

We would like to order food for lunch at Benham Engineering on Wednesday 14 March and I have some questions. Firstly, [1]a_____ t_____ any sandwiches for vegetarians? I couldn't find any on the website.

The selection of canapés is very good. [2]H_____ m_____ canapés are there per person? We also want to order cake and cut fruit platters. [3]H_____ m_____ people does each platter serve? Finally, [4]h_____ m_____ does delivery cost and [5]i_____ t_____ a discount for large orders? We want to order food for sixty people.

Regards,

Anita Patterson
Human Resources Assistant
Benham Engineering

LIVEWORKSHEETS

2 Look at the information from a catering company and complete the questions in the email.

Carter-Villiers CATERERS

Sandwich platters
£16.50 per platter
Each platter serves six people. We provide a selection of sandwiches and baguettes on white and brown bread. Please select from the menu.

Canapés
£9.95 per person
Please select from the menu.

Cake platters
£14.50

Cut fruit platter
£12.50

Please place your orders online before 1.30 p.m. for next-day deliveries. Minimum order is £30.
If you have any questions, call 0938 665 0123 or email customerservice@carter-villiers.

Any vegetarian options?

Number of canapés per person?

Number of people one platter serves?

Cost of delivery?

Discount for large order?

3 Write a reply to the email in Exercise 2.

LIVEWORKSHEETS

Student A

You are Anita Patterson from Benham Engineering.

Read the information and phone Carter-Villiers caterers to order food for the party.

Write the cost of the order in your notes.

BENHAM ENGINEERING

Lunch order for 14 March

Order details

- *Selection of canapés for sixty people*
- *Ten sandwich platters: five meat, three fish, two vegetarian*
- *Ten cake platters*
- *Eight cut fruit platters*

Delivery time: 11.30 a.m.

Total cost with five percent discount? _____

LIVEWORKSHEETS

Student B

1 You work for Carter-Villiers caterers. Anita Patterson at Benham Engineering phones to make an order.

- Look at your order form.
- Prepare the questions to ask the customer.
- Ask and answer questions and take the customer's order.

What's the (company name)?
How many people are there for canapés?
How many (sandwich platters) do you want?

Carter-Villiers CATERERS

Company name [1] Benham Engineering

Delivery date [2] _____

Order details

Number of people for canapés [3] _____

Number of sandwich platters: [4] _____

Type of platters: [5] _____ meat
[6] _____ fish [7] _____ vegetarian

Number of cake platters [8] _____

Number of cut fruit platters [9] _____

Delivery time [10] _____

Total cost: £1,007 (before discount), £956.65 with five percent discount

No delivery charge.

Plan your work party.

LIVEWORKSHEETS

Vocabulary

1 Choose the correct word to complete the sentences.

1 The transport company don't make *deliveries / orders / suppliers* on Sundays.
2 Customers can *deliver / order / supply* their food on our website or app.
3 Our company *deliveries / order / supplies* printers and other office equipment.
4 They *delivered / ordered / supplied* the products to our warehouse yesterday.
5 We work with hundreds of *delivers / orders / suppliers* in twenty-five different countries.
6 The supermarket placed a big *delivery / order / supply* for fresh bananas.

2A Put the words in the correct order to make questions.

1 can / help / you / How / I / ?
_____
2 office desks / I'd / order / like to / some / .
_____
3 product reference number / have / you / the / Do / ?
_____
4 small boxes / do / How / need / you / many / ?
_____
5 are / much / large boxes / How / the / ?
_____
6 delivery / much / cost / does / How / ?
_____
7 deliver / morning / you / by Monday / Can / ?
_____

B Match the questions (1–7) in Exercise 2A with the responses (a–g).

a One euro each, or ten for €8.50. ____
b I'd like to order 5,000, please. ____
c Yes, I have it here. It's JX12045GE. ____
d I'd like to order some of your boxes. ____
e I'm very sorry, we can't deliver until Tuesday. ____
f It's free of charge for orders over €100.00. ____
g Yes, of course. How many would you like? ____

Grammar

3 Complete the sentences with *much* or *many*.

1 We don't have _____ orders today.
2 How _____ time do we have for the meeting?
3 Do you have _____ work this week?
4 How _____ does this smartphone cost?
5 Do you have _____ customers in this country?
6 How _____ people are in the office today?
7 We don't get _____ deliveries at the weekend.
8 The store doesn't have _____ fresh food on Friday.

4 Choose the correct option.

1 We are expecting _____ deliveries this morning.
a a b any c some
2 She has _____ of meetings this week.
a a lot b any c some
3 We don't have _____ suppliers in that country.
a a b any c some
4 I have _____ important work to finish.
a a b any c some
5 He doesn't have _____ time to visit the client today.
a any b a lot c some
6 They sell _____ of food to the European market.
a a lot b any c some

5 Complete the sentences with the correct form of *there is/there are*.

1 _____ any paper in the photocopier?
2 _____ a lot of people in the canteen.
3 _____ any coffee. Can you buy some?
4 _____ any cold water in the fridge?
5 _____ many deliveries today.
6 _____ a problem in the warehouse.
7 _____ any refunds on orders?
8 _____ much time to prepare the order.

Functional language

6A Complete the sentences for making agreements about a service.

1 How _____ offices are _____ ? ____
2 How _____ days _____ you need a cleaner? ____
3 What _____ you want the designer to do? ____
4 How _____ time does the engineer need? ____
5 What time _____ you want the consultant to come? ____
6 How _____ is that? ____
7 _____ the price include VAT? ____
8 _____ _____ a place for the equipment? ____
9 When _____ the caterers start? ____

B Who asks questions 1–9 in Exercise 6A, the *Service Representative* (S) or the *Client* (C)? Write S or C for each question.

LIVEWORKSHEETS