BRITISH COUNCIL

LearnEnglish

Reading: A2

Choosing a conference venue

Read two adverts for corporate venues to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary	Definitions
1. ..... up to 1,000 people	a. a venue
2. ..... located	b. a meeting of a large group of people coming together to share information
3. ..... close to	c. safe
4. ..... secure	d. something that makes life easier and fits with your needs
5. ..... a place	e. food and drinks
6. ..... a conference	f. 1,000 people or fewer
7. ..... refreshments	g. near to
8. ..... convenient	h. where something is

Reading text: Choosing a conference venue

The International Centre

Whether you are looking for a conference venue or a place to have your meetings and your training days, the International Centre is the perfect modern space for your event.

Offering free Wi-Fi, secure parking and all-day refreshments, the International Centre has 120 meeting rooms and a theatre for up to 1,000 people.

Conveniently located in the city centre, the International Centre is close to the shops and only a ten-minute walk to the train station.

The Grand West

The Grand West is a country house surrounded by rolling hills and beautiful scenery, only a 30-minute drive from the airport.

With 76 hotel rooms, 12 meeting rooms and a conference room that takes up to 200 people, the Grand West offers free Wi-Fi and a whiteboard in every room.

You can also make use of the gardens of the Grand West for team-building events and outdoor activities. Our indoor swimming pool, gym and 18-hole golf course will ensure that your event is relaxing and enjoyable for everyone.

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Tasks

Task 1

Write the words in the correct group.

free Wi-Fi	conference rooms	meeting	conference
secure parking	training day	hotel room	team-building event
theatre	golf course	gym	meeting room

Events	Facilities	Room types

Task 2

Are the sentences true or false?

	Answer	
1. If you need a large conference venue for about 600 people, you should book the International Centre.	True	False
2. If you want to go shopping after your meetings, you should book the Grand West.	True	False
3. Only the International Centre offers free Wi-Fi.	True	False
4. If you go to a conference at the International Centre, you can have food and drink any time during the day.	True	False
5. You can have fun playing golf if you go to an event at the Grand West.	True	False
6. You walk for 30 minutes if you want to go from the Grand West to the airport.	True	False

Discussion

What facilities are most important for you when you go to a conference or meeting? Why?

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