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Here are the cut-up sections of a report. Rearrange the report and write next to each section the number corresponding to its function, following the 6-point plan given on page 42. More than one paragraph can contribute to the same function. Rewrite the report correctly for your files.

<input type="checkbox"/> It would be difficult for Morrison Ltd to withdraw from the contract with Shan&Key due to certain penalty clauses. It is therefore most important that Morrison either persuades Shan&Key to replace those experienced members of staff who have been withdrawn from the factory or for Morrison to install its own management. The second option is clearly much more expensive than the first; however, it may be the only realistic route to success.	<input type="checkbox"/> 23 September 2006	<input type="checkbox"/> The joint venture was established between Morrison Ltd and Shan&Key in September 2003. The aim was the establishment of a local factory to produce Morrison products under licence.
<input type="checkbox"/> This reports describes the performance of Shan&Key, who are partners of Morrison Ltd and operate the factory established in Indonesia as a joint venture. In particular it reviews: the financial performance of this joint venture in light of the significant changes that have occurred in Shan&Key personnel.	<input type="checkbox"/> Stuart Nelson	<input type="checkbox"/> The relocation of key staff had major negative effects. In particular, it became increasingly clear that costs were significantly exceeding targets. Lack of management expertise was the obvious cause.
<input type="checkbox"/> Initially, the senior management of Shan&Key took a very strong interest in the performance of the factory and the initial targets relating to quality and cost were easily achieved. However, in 2004, Shan&Key continued their significant expansion of activities, which resulted in key management staff being withdrawn and relocated within other Shan&Key projects.		<input type="checkbox"/> Shan&Key, Indonesia

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Read the report. Are these sentences true ☐ or false ☐ ?

- ☐ ☐ 1. The report was written in 2003.
- ☐ ☐ 2. The report reviews the financial performance of Shan&Key.
- ☐ ☐ 3. Shan&Key produce Morrison products in Indonesia.
- ☐ ☐ 4. The problems started from the very beginning of the joint venture.
- ☐ ☐ 5. In 2004 some members of staff were moved to other Shan&Key factories.
- ☐ ☐ 6. The relocation of staff did not have any effect on the joint venture.
- ☐ ☐ 7. It wouldn't be easy for Morrison Ltd to withdrawn from their contract with Shan&Key.
- ☐ ☐ 8. The cheapest solution to the problem would be to install Morrison management in the Indonesian factories.

4

Your town is twinned with Lincoln, a town in central England. You have been asked to write two reports to be sent to a group of visitors from Lincoln.

The first report is on the shopping facilities available in your town. Make sure you include the following points:

- variety of shops (small shops, department stores, hypermarkets, etc.);
- opening and closing times;
- service;
- payment methods (cash only, credit cards, cheques).

Your recommendations should focus on the potential differences between the two countries (for example opening and closing times, the fact that small shops are unlikely to accept credit cards for small purchases, etc.).

The second report is on the transport facilities in your town. Make sure you mention:

- types of transport (buses, trains, taxis);
- frequency;
- cost;
- speed;
- transport available to and from the nearest airport.