

## 1. Practice

<b>To:</b>	Paul Johnson
<b>From:</b>	Amanda Reece
<b>Date:</b>	August 29
<b>Subject:</b>	Restaurant Reservation

Hi Paul,

Could you please make a reservation at Steakhouse Restaurant for tomorrow night for four? That will be for me, my husband, and two overseas guests — they are company clients.

Please book the table for 8:30 P.M. if you can. Tell the manager, Ken Simons, that we'd like the usual table, which is in the corner where it is quiet. If he is not in, speak to his assistant Jenny Hogan. I am hoping to close an important business deal regarding our new product, so we do not want a table in a noisy area.

These are special guests, and I want everything to be perfect. It is a very important occasion for the company and essential that everything goes smoothly.

Please e-mail me to let me know when the reservation is confirmed.

Thanks very much,  
Amanda

1-1 Complete the phrases by dragging the correct words from the bank below to the appropriate column. There are more words than you need.

A	B
close	_____
go	_____
reserve	_____
confirm	_____

(a) a business deal	(b) smoothly
(c) area	(d) a table
(e) a reservation	(f) guests

1-2 Choose the correct answer.

What is the purpose of the e-mail?

- Ⓐ To request that a reservation be made
- Ⓑ To close a business deal
- Ⓒ To complain about a restaurant's service
- Ⓓ To organize a surprise dinner party

1-3 Choose the correct answer.

Ms. Reece does not mind where she sits in the restaurant.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

1-4 Choose the correct answer.

Whom does Ms. Reece ask Mr. Johnson to contact?

- Ⓐ The manager
- Ⓑ The waiter
- Ⓒ Her client
- Ⓓ Her assistant

1-5 Choose the correct answer.

The success of the evening is important to Ms. Reece.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

2. Quiz

2-1 Choose the correct answer.

Who most likely is Mr. Johnson?

- Ⓐ Ms. Reece's boss
- Ⓑ The restaurant manager
- Ⓒ Ms. Reece's assistant
- Ⓓ A waiter at a restaurant

2-2 Choose the correct answer.

Who is Ms. Reece going to meet at the restaurant?

- Ⓐ Her boss
- Ⓑ Mr. Simons
- Ⓒ Two clients
- Ⓓ Ms. Hogan

2-3 Choose the correct answer.

What is indicated about Steakhouse Restaurant?

- Ⓐ It has excellent food.
- Ⓑ Ms. Reece has been there in the past.
- Ⓒ It opened on August 29.
- Ⓓ It has a special space for business meetings.

2-4 Choose the correct answer.

What does Ms. Reece want the restaurant manager to do?

- Ⓐ Open the restaurant at 8:30 P.M.
- Ⓑ Offer special menu options.
- Ⓒ Seat her in a quiet place.
- Ⓓ Confirm the business deal.

2-5 Choose the correct answer.

What does Ms. Reece tell Mr. Johnson to do?

- Ⓐ Meet the clients at the office
- Ⓑ E-mail a confirmation to Ms. Reece
- Ⓒ Change the time of the reservation
- Ⓓ Take notes at the restaurant