



Organizing an Event

Business > Advanced 7



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

Mr. Holt: Emily, could you come to my office, please?

Emily: Right away, sir! What can I do for you?

Mr. Holt: As you may know, next month it will be ten years since we had our first client, Mr. Walker. He is our oldest and our most loyal customer, and I would like to show him our appreciation. So I would like us to host a party in his honor.

Emily: What a nice idea! Do you have anything in particular in mind? How many people do you plan on inviting?

Mr. Holt: Nothing too big, about 50 people, tops. There are a few things I would like you to take care of.

Emily: Of course, sir. Just let me grab a pen, so I can jot it down. Okay, here it is.



Mr. Holt: First, regarding the venue, I'd like you to find a really nice hotel. The party will be held on March 15th, so please call the hotels and try to arrange for a hall from 7 pm. If there are several options available, please consult with me before choosing one.

Emily: Understood, sir. Anything else?

Mr. Holt: I know that Mr. Walker likes Japanese cuisine, so find the best Japanese catering company and have them bring the food to the venue. We might want some kind of entertainment as well, but I still haven't decided about that. I'll probably think of more things as time goes on. So, that's it for now.

Emily: Very well, sir. I will get to this right away.

Mr. Holt: Thank you, Emily. Please do let me know once you have all that arranged.

Emily: Of course, sir.



Check your understanding:

1. What does Mr. Holt want to organize a party for?
2. When is the party supposed to take place?
3. What else did Mr. Holt ask Emily to arrange?



Exercise 2 – Learning

Useful Expressions

- I'd like to organize a dinner to welcome our new manager.
- We'd like to organize an event to raise money for a charity.
- We're organizing a conference.
- We're inviting 100 people.
- We're expecting 100 guests.
- We're planning on inviting about 100 people.
- There are a few details I would like you to take care of.
- There are a few things I would like you to arrange.
- I would like you to make some arrangements.
- Regarding the venue, ...
- The event will be held on...



Exercise 3 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: You'd like to organize a small dinner party to celebrate a successful deal that your company has signed. Talk with your personal assistant and give him/her some directions. Your teacher will act as your assistant.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. Have you ever organized an event for your company? If so, how did it go?
2. What are the most important things to consider when organizing such an event?
3. Do you enjoy attending company events? Why? Why not?