

Partner A

Partner files

UNIT 1, Exercise 10

File 1

Take a look at your list of 'H's' in exercise 7. Then study the information in the partner file. Compare your list with the points below. Note all possible 'H's'. Get any missing information from your partner and set your 'H's'.

| Site | Location | Size | Rent/Purchase | Additional Information | Price |
|---------------------|----------|----------------------|------------------|---|---|
| Greenfield | Shanghai | 2,000 m ² | 10-year lease | no buildings, needs planning permission | € 10,000 p.a. |
| Brownfield | Kowloon | 1,500 m ² | purchase only | 4 factory buildings unused for 5 years, 1 new office block, partly occupied | purchase price to be agreed |
| Old Railway | Beijing | 2,500 m ² | rent or purchase | all buildings need to be removed, good access to motorway | € 15,000 p.a. lease purchase price to be agreed |
| New Industrial Park | Shanghai | _____ m ² | 10-year lease | 2 factories, 1 office block, newly built | € _____ p.a. |
| Kowloon Park | Kowloon | 1,500 m ² | purchase only | 4 factory buildings, 2 of which occupied, 1 office block, needs refurbishing | purchase price to be agreed |
| Temple Park | _____ | 2,600 m ² | _____ | to be developed, planning permission available, can be bought after lease is up | € 8,500 p.a. |

Now write sentences a) stating your 'H's' and b) providing an explanation for them.

UNIT 2, Exercise 10

File 2

You are a British architect. You have to contact partners in different companies and countries, and hope to get them all to London for a meeting on the same day. You want to discuss proposals with them to modernize your company's working practices and to make some decisions.

Arrange a meeting lasting half a day with the French salesperson who is the first person on your list.

This is your schedule for the week.

| | | |
|------------------|---------------------------------|---|
| Monday | 7.30–12.30 | sales meeting |
| Tuesday | 8.00–9.30 12.30–1.30 3.30 | English lesson lunch with directors dentist |
| Wednesday | Morning Afternoon | Oxford drive back to London |
| Thursday | | English Public Holiday |
| Friday | | Take the day off, if possible! |

UNIT 3, Exercise 16

File 3

You are a buyer for a large department store and you would like to discuss the following points:

- You want to reduce prices, but need a guarantee on quality.
- A meeting is urgent. Ideally, it must be before the end of the month.
- You would also like to add in a final point.
- Deliveries must be on time in future.
- You want to introduce your assistant, who will be taking over womenswear next year.
- Some of the designs in the catalogue are outdated.

Set the agenda with your partner. At the meeting, introduce your colleagues to your partner.

UNIT 4, Exercise 16

File 4

You are the purchasing manager of the company. You need to buy a fleet of new cars for the sales

Partner B Partner files

UNIT 1, Exercise 10

File 1

Take a look at your list of 'H's' in exercise 7. Then study the information in the partner file. Compare your list with the points below. Note all possible 'H's'. Get any missing information from your partner and set your 'H's'.

| Site | Location | Size | Rent/Purchase | Additional Information | Price |
|---------------------|----------|----------------------|------------------|---|--|
| Greenfield | _____ | 2,000 m ² | 10-year lease | no buildings, needs planning permission | € 10,000 p.a. |
| Brownfield | Kowloon | 1,500 m ² | _____ | 4 factory buildings unused for 5 years, 1 new office block, partly occupied | _____ |
| Old Railway | Beijing | _____ m ² | rent or purchase | all buildings need to be removed, good access to motorway | € 15,000 p.a. lease purchase price to be agreed |
| New Industrial Park | Shanghai | 2,250 m ² | 10-year lease | 2 factories, 1 office block, newly built | € 20,000 p.a. |
| Kowloon Park | Kowloon | 1,500 m ² | purchase only | 4 factory buildings, 2 of which occupied, 1 office block, needs refurbishing | purchase price to be agreed |
| Temple Park | Beijing | 2,600 m ² | 5-year lease | to be developed, planning permission available, can be bought after lease is up | € 8,500 p.a. |

Now write sentences a) stating your 'H's' and b) providing an explanation for them.

UNIT 2, Exercise 10

File 2

You are a French salesperson representing a French company selling new software for designing houses. Your partner, a British architect, has invited you to come to London for a meeting. Your company thinks the British company could become an important business partner. You want to go to London to discuss your products.

Arrange a meeting. Can you change some arrangements?

Here is your schedule for the week.

| | | |
|------------------|-----------------------------|--|
| Monday | 7.30–12.30 Afternoon | free product presentation meeting |
| Tuesday | 9.00–12.00 Afternoon | meeting with advertising company free |
| Wednesday | Morning Afternoon | meeting with managing director on the road with sales team |

| | | |
|-----------------|----------------------|-------------------------------------|
| Thursday | | all day free |
| Friday | Morning Afternoon | free pick up family from airport |

UNIT 3, Exercise 16

File 3

You sell ladies' and children's fashion and you would like to discuss the following points:

- You are bringing your new boss with you to deal with complaints from last year.
- You sell an excellent quality product, which is reflected in the price.
- You cannot agree to anything, as your CEO is on holiday until next month.
- You would like more flexibility on deliveries.
- You have an excellent new designer for the children's range.

Set the agenda with your partner. At the meeting, introduce your colleagues to your partner.