

Exercise 1

Underline the part of each sentence that says what the person is looking for.

1. Jack Simmons runs an expanding law firm, and needs help with filling vacant posts.
2. Carol Black's packaging company wants to be able to invoice customers in other countries online.
3. Manfred Wirsing is a divisional manager who wants to set appropriate production targets for the coming year.
4. Jennifer Lee's manufacturing company has purchased components from overseas, and is looking for a suitable place to keep them.
5. Asma Samairat wants staff at her transport company to improve their keyboard accuracy.

Exercise 2

Look at the list below. It shows the business-to-business services offered by a consultancy group.

For questions 1-5 (in Exercise 1), decide which service (A – H) each person needs.

Do not use any letter more than once.

We offer advice in the following areas:

A - hiring vehicles and drivers for all goods/routes

B - legal requirements for imports/exports

C - producing staff pay records

D - creating documents that can be sent electronically

E - choosing the best software for predicting sales

F - storage container units for hire **G** effective recruitment advertising

H - organising workplace skills training