

<b>BGE NYVK</b>	<b>B1</b>	<b>Writing</b>	
<b>English for Business Communication</b>		<b>60</b> minutes	<b>20</b> marks
<b>Sample</b>			

***Write your draft on this sheet.  
Write the final texts on the Answer Sheet.***

*Please complete both tasks.*

### **Task 1**

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You are A. Nagy, Sales Assistant in a multinational company. **Write a memo in 70-80 words** to your partners in which you

- ask them to send you sales figures (last month),
- tell them to use the new software,
- if they need help write to IT support.

### **Task 2**

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You are B. Kiss, marketing assistant. **In an email of 80-100 words** inform your boss what clients think about the company's new website. Write about

- the changes of the website,
- how customers liked it,
- why you want to change the colour of the website.

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## KEY

### Task 1

TO: All Sales Partners  
 FROM: A. Nagy  
 SUBJECT: monthly sales figures  
 DATE: June 11, 2017

On behalf of, our Sales Manager, I would like to ask you to send us last month's sales figures as soon as possible. Since 1st January, 2017 a new software has been available for every staff member, so, please, present the data in this format. If you have any problems with the new system, feel free to contact me or the company's IT support team.

Thank you for your cooperation.

OR

Please don't forget that you have to send us the sales figures very soon, next week the latest. Please use the new software which was installed in January. If you don't understand how to use the new sales figures table, please send me an email and I will help you. If you have any problems with the new software please contact me or ask the IT support team.

Thank you very much.

### Task 2

To: a.hill@goodcompany.com  
 From: b.kiss@goodcompany.com  
 Subject: company's new website – clients' opinion

Dear Andy

The Marketing Department has carried out research on how our clients like the new website design. We sent a questionnaire to our partners with 10 questions.

The old website was used for 5 years and it was updated and redesigned as part of the new marketing campaign launched at the beginning of this year.

It seems that our customers enjoy the new design but they also suggest some modifications (see full report in the attachment) especially to the background colour of the site as they find it very similar to the website of a famous telecommunications company.

Best regards  
 Barbara