

BGE NYVK	B2	Writing	
English for Business Communication			40
Sample 4			marks

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

Please complete both tasks.

Task 1

You are **Zsófia/Zoltán Molnár, Training Coordinator at a multinational firm**. You are planning a series of professional development workshops for employees.

Write an email of **120–140 words** to department heads in which you:

- ✓ outline the purpose and benefits of the workshops,
- ✓ ask them to nominate suitable participants,
- ✓ set a clear deadline for sending you the list of names.

Task 2

You are **Júlia/János Németh, Sustainability Coordinator at GreenBuild Ltd., a construction company**.

Write a **140–160 word text** for your company's website in which you:

- ✓ introduce your company's sustainable construction practices,
- ✓ give examples of eco-friendly building methods and materials you use,
- ✓ explain how these practices benefit clients, employees, and the environment,
- ✓ stress your company's long-term commitment to innovation.

✓

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KEY

Task 1

Dear Colleagues,

We are organizing a series of **professional development workshops** in October, focusing on leadership, communication, and project management. The main aim is to equip staff with **practical skills** that will benefit both their personal growth and our company's success.

I kindly ask you to **nominate suitable participants** from your teams who would benefit most from this opportunity. Each department may put forward **up to three names**. Please make sure your nominees are available to attend all four sessions, which will be held on Friday mornings.

To ensure proper planning, I would appreciate receiving your nominations by **Monday, 26 September** at the latest.

Thank you for your cooperation and support.

Best regards,
Zsófia Molnár

Task 2

GreenBuild Ltd. is committed to **sustainable construction practices** that protect the environment while delivering high-quality buildings. We use **eco-friendly materials**, energy-efficient designs, and waste-reduction techniques on all our projects.

Our green initiatives include **solar panels, recycled building materials, and water-saving systems**, ensuring that each structure is both durable and environmentally responsible. We also **train our employees in sustainable methods** to promote safety and efficiency on-site.

These practices benefit our clients by reducing long-term energy costs, support the local community by minimizing environmental impact, and contribute to a healthier workplace for staff.

With a focus on **innovation and sustainability**, GreenBuild is proud to lead the way in eco-conscious construction, demonstrating that modern buildings can be both functional and environmentally friendly.