

BGE NYVK	C1	Writing	
English for Business Communication			20
Sample 3			marks

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

Please complete both tasks.

Task 1

You are Mira/Mike Scott, Project Manager of *GreenBuild Ltd.*, a construction company involved in a **joint renewable housing project** in Denmark. Unexpectedly, the local authorities have introduced stricter environmental regulations, which will increase costs and delay the project by at least six months.

Write a **memo of 140–160 words** to the CEO of your company in which you:

- explain the new regulations and their likely impact on deadlines and budget
- describe the proposal you made to your Danish partners to share additional expenses
- mention the compromise they suggested in return, which will require further internal discussion
- recommend the next steps for handling the situation

Task 2

You work as a marketing assistant for *BrightTech Hungary*, a tech company launching its **latest wearable device** at the upcoming **Budapest Tech Expo** in autumn.

Write a **blog post of 180–200 words** for the English version of the company website. Include the following points:

- provide details about the expo (dates, location, key attractions)
- describe BrightTech's participation and sponsorship activities (demo booths, talks, workshops)
- introduce the new wearable device (main features, unique selling points)
- highlight the benefits of experiencing the technology first-hand at the event

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KEY

Task 1

To: CEO, GreenBuild Ltd.
 From: Mira Scott, Project Manager
 Date: 10 September
 Subject: Impact of New Environmental Regulations – Denmark Project

I am writing to update you on the unexpected introduction of stricter environmental regulations affecting our renewable housing project in Denmark. Compliance with these new standards will increase construction costs and is likely to delay completion by approximately six months. These changes also highlight the importance of reassessing our risk management strategies to ensure long-term project viability.

To address this, I proposed to our Danish partners that we share the additional expenses proportionally, ensuring the project remains feasible for both parties. They have responded with a counter-proposal: we may reduce certain non-essential design features to cover some costs, which will require careful internal review before acceptance.

I recommend convening a joint meeting next week to evaluate the financial implications, clarify responsibilities, and confirm revised deadlines. Prompt action will help maintain our credibility with local authorities and protect the partnership.

Mira Scott
 Project Manager, GreenBuild Ltd.

Task 2

BrightTech Hungary is thrilled to announce our participation in the upcoming Budapest Tech Expo, taking place from 12–14 October at the Budapest Congress Centre. This premier technology event will showcase the latest innovations from both international and local tech companies, featuring interactive exhibits, keynote talks, and hands-on workshops.

As an official sponsor, BrightTech will host an extensive demo booth, where visitors can test our newest wearable device, the BrightBand Pro, and attend short presentations led by our product specialists. The expo also provides workshops on wearable technology, offering insights into the future of personal health monitoring, fitness tracking, and smart notifications.

The BrightBand Pro combines sleek design with advanced sensors, delivering accurate health data, activity tracking, and seamless smartphone integration. Attendees will have the unique opportunity to experience the device in action and consult directly with our team about its features.

Joining us at the expo is not only a chance to explore cutting-edge technology but also to gain hands-on experience that enhances understanding of smart wearables. Don't miss this opportunity to see how innovation meets convenience in your everyday life.