

BGE NYVK	C1	Writing	
English for Business Communication			20
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 David/Eszter Farkas, Project Manager at an international construction firm. During site inspections for a large infrastructure project, you discovered unexpected soil contamination that could delay work and increase costs.

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

- describe the nature of the problem and its potential impact
- outline immediate measures taken to ensure safety and compliance
- present proposed solutions or alternatives, including budget and timeline implications
- recommend how to communicate with stakeholders to maintain confidence in the project

Task 2

You are a marketing assistant at *EcoTravel Hungary*, a company promoting sustainable tourism. The company is the **official partner** of the upcoming **Budapest Summer Music Festival**.

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

- provide details about the festival (dates, main performers, venues)
- explain EcoTravel's partnership and sponsorship activities (eco-friendly travel options, festival guides, sustainability initiatives)
- describe your travel packages or services for festival-goers
- emphasise the combined benefits of enjoying live music and environmentally conscious travel

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KEY

Task 1

To: Company Director
 From: David Farkas, Project Manager
 Date: 12 October
 Subject: Urgent – Soil Contamination on Site

During recent inspections at the construction site, we identified unexpected soil contamination in the northern section, which poses environmental and safety concerns. If unaddressed, this issue could delay work by up to two months and increase remediation costs by approximately 10–15% of the current budget. This discovery underscores the need for careful planning to minimise disruption and maintain compliance with regulatory standards.

Immediate measures have been taken, including restricting access to the affected area and engaging an environmental consultancy to assess contamination levels and recommend safe handling procedures.

I propose three potential solutions: 1) partial excavation and replacement of contaminated soil; 2) on-site treatment using approved remediation methods; 3) minor design adjustments to bypass the affected zone. Each option carries specific cost and time implications.

I recommend convening a stakeholder meeting to approve the chosen approach and prepare transparent communication to clients and regulators, ensuring continued confidence in project management.

David Farkas
 Project Manager

Task 2

EcoTravel Hungary is proud to be the official partner of the Budapest Summer Music Festival, running from 5–12 July across several iconic venues in the city. This annual festival attracts world-class performers and music enthusiasts from across Europe, offering a rich programme of classical, jazz, and contemporary music, as well as special outdoor concerts.

As part of our partnership, EcoTravel provides eco-friendly travel options, including low-emission shuttle services and guided walking tours to festival venues. Visitors can also benefit from our festival guides, which offer tips for sustainable sightseeing, highlight local eco-conscious businesses, and suggest routes that minimise environmental impact.

Our specially designed travel packages combine festival attendance with cultural experiences, including city tours, museum visits, and river cruises, all arranged with sustainability in mind. Guests enjoy seamless transportation, curated schedules, and access to insider tips on making the most of their festival experience.

By choosing EcoTravel, visitors not only experience unforgettable live music but also contribute to environmentally responsible tourism. The partnership encourages a balance between cultural enrichment and sustainability, allowing festival-goers to enjoy Budapest's vibrant music scene while supporting practices that protect the environment for future generations.