

Unit 4 | Enquiries

A | Word grid

erhalten	obtain
höflich	courteous
Kostenvoranschlag	cost estimate
Lieferzeit	delivery period
Muster	sample
Nachlass	discount
Prospekt	brochure

B | Enquiries in writing

- 1 a business friend in the UK
2. Because this friend is very impressed by the functional and elegant design of the storage systems.
3. full particulars on the range of storage systems and the terms of business
4. He refers to the attached company profile.

2

Vilaseca y Martinez
56 Puerta de Alcalá
10857 Madrid
Spain

Hotel Basler
Am See 23
8001 Zurich
Switzerland

(today's date)

Dear Sir or Madam

Reservation

Please reserve two single rooms with bath from 10 October to 12 October inclusive for Mr Vilaseca and Mr Martinez who will be attending the Annual Confectionery Congress in Zurich. The gentlemen would prefer non-smoking rooms with a nice view.

Please charge the deposit to our EXAM card #4845 1218 4860 0423 expiring June 201_.

Sincerely

Ana Gonzales
Head Secretary

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Comestas-Gourmet GmbH
 Albert-Schweitzer-Allee 127
 22044 Hamburg, Germany

FineFare Ltd.
 Cottage Enterprises
 Steeple Bumpstead
 CB9
 United Kingdom

7 June 201_

Dear Sir/Madam

Inquiry for jams, marmalades and chutneys

We saw your advertisement in this month's issue of the journal International Gourmet. We are a well-established company marketing a wide range of delicacies to delicatessens and high-end food stores throughout Germany. As we are always on the look-out for new high-quality delicacies we are interested in including your products in the range we offer on the German market. Please send us full details of your range of traditional jams, marmalades and chutneys, including your current price list. We look forward to hearing from you soon.

With best regards

(your name)

Chief Buyer

C | Polite phrases

1. Your company was recommended to us by a business partner.
2. Please send us your illustrated catalogue.
3. We are interested in importing top-grade bicycles.
4. Could you please let us have a price list of your range of household appliances.
5. We would appreciate it if you could demonstrate your products on our premises.
6. We would be grateful for details of your terms of payment and delivery.
7. A visit by your representative would be appreciated.
8. We look forward to receiving your early reply.

D | Prepositions

Dear Sir/Madam

Enquiry **for** Notebooks

We saw your advertisement **for** notebooks **in** the latest issue of the Business Traveller magazine.

Our company is a fast-growing distributor **of** paints and coatings **with** an extensive sales network **throughout** Germany and the Netherlands. We are currently in the process **of** equipping our sales force **with** new notebooks and are therefore interested **in** your Travel Ace range.

Could you please supply us **with** detailed descriptions **of** the products **of** this range together **with** your current price list.

Full details **of** your terms of delivery and payment would also be appreciated. Since we are thinking **of** buying 50 notebooks, would you be willing to grant a quantity discount? In addition, we would be grateful **for** information **on** your current delivery period as we need the notebooks **by** the end of next month.

Thank you **for** your attention **to** our enquiry.

We look forward to hearing **from** you soon.

Yours sincerely

E | Enquiries by telephone

- 2 1. Ms Ranya Khan, export manager of Masters Games of India.
2. She has seen the company's website on the internet.
3. Rita is interested in the MG Competition backgammon set.
4. She would like to order 100 units.
5. The price per unit is USD 45.00.
6. Rita is granted an initial order discount.
7. The final price per unit amounts to USD 40.50.
8. The terms of delivery are FCA Mumbai.
9. The goods can be delivered within 10 days from receipt of order.
10. The terms of payment for initial orders are payment in advance.

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GESPRÄCHSNOTIZ

Für: Martin Strauss, Einkaufsleiter

Verfasst von: Rita Spielvogel

Gesprächspartner: Ranya Khan, Exportleiterin Masters Games of India

Betrifft: Anfrage nach Backgammonspielen

Frau Ranya Khan bietet uns das MG Competition Backgammonspiel zu einem Preis von USD 45,00 pro Stück an, wenn wir 100 Stück abnehmen. Zudem gewährt sie uns einen Erstbestellerrabatt in Höhe von 10%. Die Lieferbedingungen lauten FCA Mumbai. Lieferung kann innerhalb von 10 Tagen nach Auftragseingang erfolgen.

Für Erstaufträge verlangt Frau Khan Vorkasse.

R.S.



GAMETOYS

Glückstrasse 57 🎲 93449 Spielberg

**F | Grammar**

1. supplies
2. are developing
3. not only requires
4. hire
5. attend
6. is spending
7. is looking into
8. believe
9. can
10. is
11. exercise
12. check
13. are looking for
14. seems
15. are becoming
16. means
17. likes

G | Translation

Es ist spannend, in der Event-Management-Branche zu arbeiten und bei der Organisation von Veranstaltungen mitzuwirken, die von Geburtstagspartys, Wiedersehensfeiern, Jubiläen und Abschlussfeierlichkeiten bis hin zu Modeschauen, Produkteinführungen, Promotions und Konferenzen reichen, um nur einige zu nennen. Diese besonderen Anlässe können vorwiegend geschäftlicher Art, rein gesellschaftlich oder eine Mischung aus beidem sein.

Das Event-Management umfasst eine breite Palette von Aktivitäten, von denen einige, wie das Entwerfen eines markanten Event-Designs einschließlich Dekor und Unterhaltung, eher kreativ sind und einige eher praktisch, wie die Organisation des Caterings, des Transports und der Unterbringung, falls erforderlich. Das Event-Management-Unternehmen beaufsichtigt die Veranstaltung, stellt Personal ein und koordiniert dessen Aktivitäten. Es ist von großer Wichtigkeit, potenzielle Gesundheits- und Sicherheitsrisiken vorzusehen und einzuschätzen. Große Veranstaltungen werden manchmal von unvorhergesehenen, aber abwendbaren Unfällen beeinträchtigt.

Unternehmen aller Größenordnungen betrachten das Event-Management als eines der strategischen Marketing- und Kommunikationsinstrumente. Dies beinhaltet auch, wo es möglich ist, den Versuch, das Interesse der Medien zu erwecken, deren Berichterstattung potenziell Tausende (oder gar Millionen) Menschen erreichen kann und ein höchst kosteneffektives PR-Instrument darstellt.

Man muss nicht eigens darauf hinweisen, dass das Event-Management kein üblicher Bürojob mit geregelter Arbeitszeit ist. Viele Events finden am Wochenende statt oder machen es erforderlich rund um die Uhr zu arbeiten, um Fristen einzuhalten.