

BGE NYVK	C1	Writing	
English for Business Communication		140 minutes (with Reading)	20 marks
Sample 2			

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

Please complete both tasks.

Task 1

You are K. Szabó, the Manager Assistant of the British-Hungarian Chamber of Commerce. You are organizing 'Britain and Hungary – Bilateral Relationships' conference in four weeks' time. **Write an email in 140-160 words** to the participants in which you write about:

- conference programme: presentations, exhibitions and film shows; registration deadline
- panels – organized by topic, 15-minute presentations
- catering – participants should indicate special requests

Task 2

You are Z. Kondorosi, Marketing Assistant of HeadquartersBudapest Plc. The company offers the biggest office building in the region for rent and needs an English website. Your task is **to write the text in 180-200 words for the site**. Use the following points:

- describe
 - the location – central
 - meeting individual needs – e. g. office space (20 m² - 150 m²); desk space; open workspace; extra meeting rooms and event spaces
 - reception area
 - technical support
 - in-house canteen
 - gym and game room
- highlight suitability for international companies

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KEY

Task 1

Dear Conference Participants,

We are all excited to see you in Budapest. As we get closer to the conference, please find enclosed additional conference information and updates.

Here, you will find the updated conference programme in PDF. This year, the conference will feature paper and poster presentations, photo exhibitions and film shows. In the programme, you will find a list of both the panels and names of the presenters and the times that the presentations will take place. Papers will be presented in panels which are organized in themes, which will run for a total of 90 minutes, including Q&A sessions. Please be reminded that paper presentations will run for a total of 15 minutes.

We offer coffee breaks and lunch at the conference venue for the participants. Please, send us an e-mail if you need any special diet.

Do not forget to register until the beginning of the conference. Should you need any further information do not hesitate to contact us.

Best regards,

A. Nagy
Manager Assistant

Task 2

Let's 'office' in Budapest

Do you want to rent a hall or several halls? At the largest exhibition centre in the region we provide a large selection of first class halls, from studio hall to event hall. There are 11 trade fair halls and a tremendous outdoor area of 100.000 sqm offer plenty of space for a trade fair, congress, conference or event.

We provide you with the appropriate infrastructure and all the technical services you need for your stand from a single source. We offer a broad range of services to fit your individual needs, ranging from installations, furnishings and technical equipment to security and cleaning. We're also happy to advise you personally.

Our catering service is located right on the premises and takes care of your culinary requirements and those of your customers and guests. The services include all catering activities during your event and offer customised concepts that meet your individual expectations.

If presenting your company in the international markets is important to you, our expertise is also available worldwide. To help you globalize your business, we also develop and stage new trade fairs with a regional focus in other parts of the world.