

## Worksheet 3: A company newsletter

**1 How do you receive news about your company, or news from other companies? Tick the different ways.**

- talking to colleagues      • emails from colleagues      • the company website
- social networking sites (e.g. Facebook)      • a company newsletter      • other

**2 Work in groups. Imagine your company has a newsletter. Number these types of articles in order from 1 (most interesting) to 8 (least interesting).**

- \_\_\_ a profile of a department in the company
- \_\_\_ volunteer work by some employees for a local charity
- \_\_\_ a personal profile of someone in the company
- \_\_\_ new safety information for employees
- \_\_\_ a report about a large company project
- \_\_\_ information about financial benefits for employees
- \_\_\_ changes in technology in the company
- \_\_\_ advice about planning your time more effectively

**3 Read this article from the newsletter of a construction company. Which of the types of article from Exercise 2 is it?**

### **Company wins contract in China with new partner**

We are pleased to announce a new dam project in China. After six months of negotiation, Brobuck Construction reached an agreement with the Chinese firm Sinodams.

The deal is an important development in the history of Brobuck and it is our first partnership deal with a foreign company. The reason is obvious: China currently has the largest dam-building and hydroelectric programme in the world and Sinodams is already working on three dam construction projects in the country. Sinodams would like Brobuck to provide technology and specialist expertise on future projects.

The two companies' Managing Directors, Prescott Kemp and Feng Jiacong, signed the final agreement on 1st March in Beijing. After Prescott had enjoyed some great Chinese hospitality he visited a Sinodam project in the southwest of the country. He described it as 'very impressive'.

Brobuck and Sinodam's first joint construction project will begin in the Yunnan Province. Project manager Mike Ayree has already spent two weeks at the site. In his last phone call he said, 'The project is a huge but exciting challenge for Brobuck.'

**4 Read the article again. Answer these questions.**

- 1 How long did it take to reach an agreement?
- 2 Is this Brobuck's first foreign partnership?
- 3 Why is China a good country for Brobuck?
- 4 Why does Sinodams want to work with Brobuck?
- 5 When did they sign the agreement?
- 6 What did the Managing Director enjoy?
- 7 Who is currently in the Yunnan Province?

**5 The writer makes the article better with more interesting and more formal language. Find the synonyms in the article for these words and phrases. (The paragraph number is in brackets.)**

- 1 happy (1) \_\_\_\_\_
- 2 tell you about (1) \_\_\_\_\_
- 3 change (2) \_\_\_\_\_
- 4 doing (2) \_\_\_\_\_
- 5 knowledge (2) \_\_\_\_\_
- 6 very good (3) \_\_\_\_\_
- 7 big (4) \_\_\_\_\_

**6 Read another article from a newsletter. Choose the most interesting options to complete the text.**

We are (1) *happy / pleased* to (2) *tell you about / announce* the new Head of Training. Charlene Watson has been promoted to the (3) *position / job* after working as an assistant in Human Resources for two years. Charlene said, 'It's a(n) (4) *good / exciting* (5) *development / change* in my career.' Charlene is already (6) *doing / working on* a number of new training projects. Charlene's line manager Ellie Dau (Head of Human Resources) said, 'Charlene is a(n) (7) *very good / impressive* employee with a lot of (8) *expertise / knowledge*.'

**7 Think of some recent news in your company. Write a short article about it. Try to use more interesting words and phrases.**

I CAN

write a short news article ☐

use more interesting words and phrases ☐