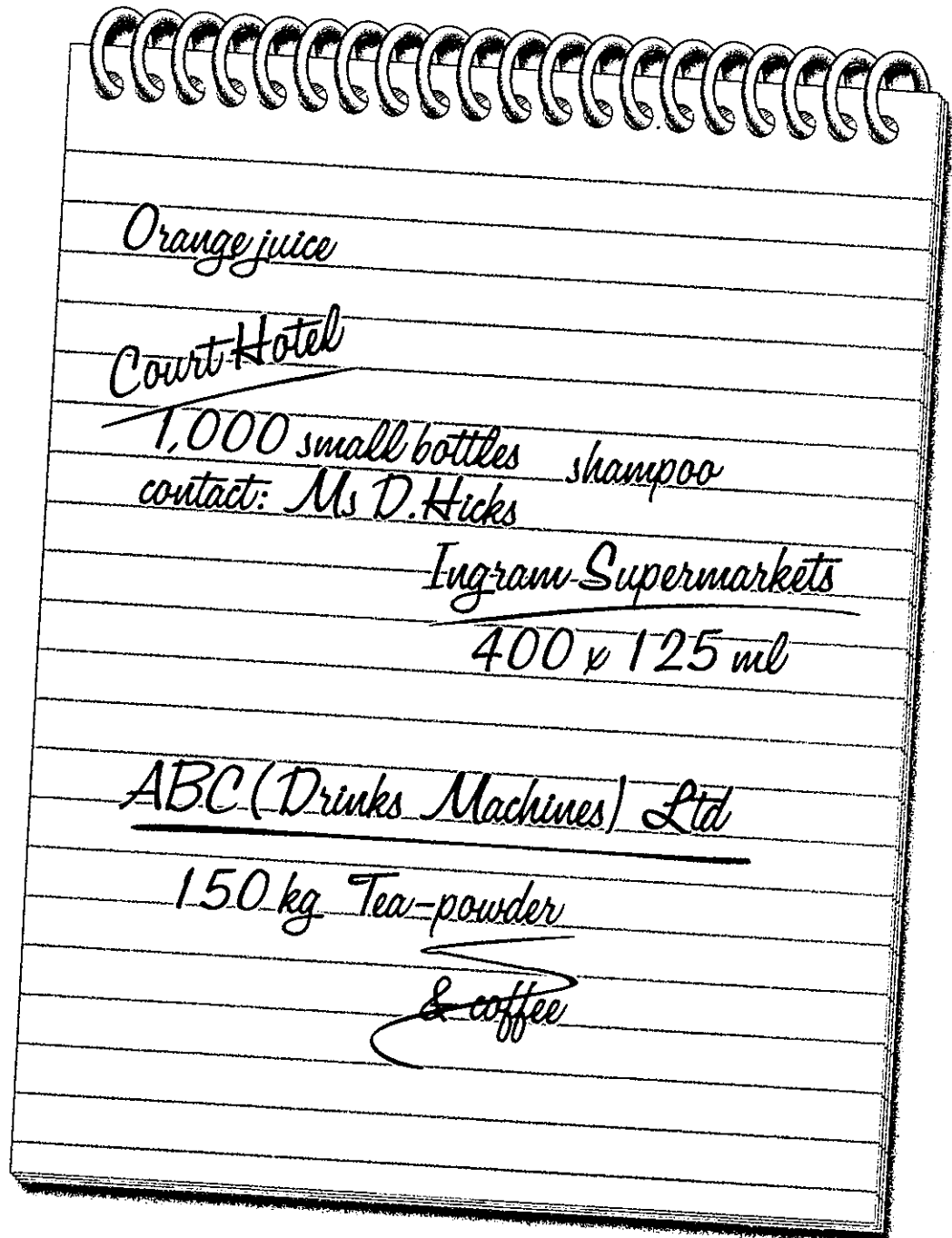


1B Activity section

Misplaced orders

- 1 Slembrouck BVBA, a wholesaler in Belgium, have problems. Business is not good, and they have dismissed a lot of staff. Their offices are now very disorganised. Here are some orders that their sales executive brought back after a trip to England. The orders are not clear. Answer the following questions.
- a What have ABC (Drinks Machines) Ltd ordered?
 - b Who ordered the shampoo?
 - c How can you improve the layout of the orders so that it is clearer?



wholesaler

a business that buys goods in large quantities from the manufacturer and then sells them in smaller quantities to shops, etc.

- 2 The accounts department made out these invoices for the orders. Look at them and answer these questions.
- Are the invoices correct?
 - If the Court Hotel want to write to Slembrouck BVBA, who will they address their email to? How will they open and close the email?
 - If ABC (Drinks Machines) Ltd want to send a similar message, what will they write?



Invoice No. 391 Date: 25 Jan
Order No. 256 Contact: Stefaan Ghislain

To: Court Hotel
Chilcompton
Bath BA3 4SA England

1,000 small bottles of shampoo			
@ €60 per 100	€	600	00
fixed delivery charge	€	40	00
TOTAL	€	640	00



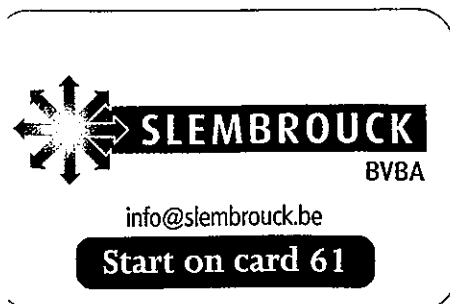
Invoice No. 732 Date:
Order No. 260 Contact:

To: ABC (Drinks Machines) Ltd
186 Park Lane
Bristol BS2 8BE

150 kg powdered tea @ €5 per kg	€	750	00
fixed delivery charge	€	40	00
TOTAL	€	790	00

- 3 Slembrouck BVBA have now delivered the orders to the Court Hotel and ABC (Drinks Machines) Ltd. Unfortunately, there are some problems with both orders. In three groups, write the messages between the three companies. The role cards at the back of the book will help you, but you must decide what to write. When you have written your message, 'send' it to the correct group. Then ask for a new card number. (There are three cards for each company.)

Group 1



Group 2



Group 3

