



# Unit 1

## Event Organising

### Listening

**Task 1** Listen to the questions and choose the best responses.

- A. Yes, I'd love to.  
B. I'd like a cup of coffee.  
C. It was a pleasant party, wasn't it?
- A. The dress code is formal.  
B. A picnic in a park, I guess.  
C. There is a very large dining hall.
- A. Hiking is my favourite sport.  
B. Yes, I have something to finish up.  
C. There is one in the Wutong Mountain area.
- A. The organisers did a great job.  
B. I don't think there will be an event.  
C. It will cost a lot to hold a company event.
- A. I can't. I have a lot of work to do.  
B. The singer was born in a small town.  
C. Very impressive. She has a talent for singing.

## Task 2 Listen to the conversations and choose the best answer to each question.

### Conversation 1

6. A. About 20. B. About 26.  
C. About 30. D. About 50.
7. A. Taste. B. Price.  
C. Variety. D. Nutrition.

### Conversation 2

8. A. In a big hotel. B. In a famous restaurant.  
C. At the beach. D. On a farm.
9. A. One. B. Two.  
C. Three. D. Four.
10. A. According to the time each team used.  
B. According to how many "water bombs" each team threw.  
C. According to how many "water bombs" each team caught.  
D. According to whether the team members wet their clothes or not.

## Task 3 Listen to the passage and fill in each blank with no more than 3 words.

11. Leaders can narrow \_\_\_\_\_ by providing everyone an opportunity to get to know each other better.
12. \_\_\_\_\_ activities help employees see their leaders as peers.
13. Good relationships between leaders and employees can \_\_\_\_\_ in the office.
14. Company events allow employees to \_\_\_\_\_ their leaders more closely.
15. Some employees like company events because they can interact with their leaders in a \_\_\_\_\_ environment.

## Reading

### Task 1 Read the passage and choose the best answers.

“I’ve already spent so much time in the office. Why should I attend after-hours company events?”

“It’s not mandatory. With me or without me, nothing will change.”

“Will I get extra pay if I go?”

These are just a few of the responses you may hear from your employees when it comes to company events. What could be worse than planning an event without anyone wanting to attend? In order to get your employees to attend company events, you need to make some changes.

First, choose unusual venues. Non-traditional places such as vineyards or warehouses give employees the chance to gain new experiences. The place itself can greatly influence the way people feel.

Next, food is always very important for company events. Instead of typical sandwiches, think about different types of cuisine. There are tons of great options out there, such as Mediterranean food and Thai meals.

Last, let your employees be fully involved. You could run a few surveys to get their opinions about locations, times, catering, etc.

Running company events for the employees can be challenging. However, if you make the changes above, you may get extraordinary results.

1. What’s the worst of planning company events according to the writer?
 

A. The venue for the event is not ideal.	B. You cannot find a good food provider.
C. The budget is tight.	D. Nobody wants to attend.
  
2. Why can unusual venues attract attendees?
 

A. Because they can gain new experiences.	B. Because the venues are convenient to go to.
C. Because they can get away from work.	D. Because they can fully relax.
  
3. What does the writer think of the food for company events?
 

A. Not important.	B. A little important.
C. Essential.	D. Unnecessary.

4. According to the passage, which kind of food should be provided for a company event?
  - A. Only vegetarian options.
  - B. Different types of cuisine.
  - C. More types of sandwiches.
  - D. Personalised meals for everyone.
5. What does the writer mean by “letting your employees be fully involved”?
  - A. Let them organise the event.
  - B. Everybody has to take part in the event.
  - C. Let them help with the organisation of the event.
  - D. Ask about their ideas of the place, time and food of the event.

**Task 2** Read the passage and choose the best answers.

Every year in my department, we host an event to gather all our team members together. This year, for the first time, we expanded the event and had a huge picnic that invited all our family members. We had 85 people join us on a farm. As you can imagine, everyone had fun.

Our families were able to get a taste of the farm life. We played with dogs, goats and horses. Some people even threw a line into the pond to catch fish. We put up a bouncy castle with a water slide for the kids. There were several rounds of basketball as well.

The food, of course, was a big focus of the picnic. We bought our main dishes from Jackson Food Store and everyone brought sides and desserts. So, we had quite a delicious meal. We were glad we hosted it in summer. Because there were longer hours of sunshine, we could have longer chats with no one being anxious to rush home.

We had one important purpose for the picnic. We knew that a strong team meant more than just the day-to-day business inside the office. This picnic was one of the several ways we tried to encourage team members to get to know each other better and to demonstrate how we value them and their families.

6. How was the event different from previous years?
  - A. It was the first time that family members had been invited to join the event.
  - B. It was the first time that the event had been held on a farm.
  - C. It was the first time that all staff had joined the event.
  - D. Everybody in the event had a great time.

7. Which one of the following activities was NOT included in the event?
  - A. Playing with animals.
  - B. Playing baseball.
  - C. Playing basketball.
  - D. Fishing.
8. What food did participants in the event provide?
  - A. Main dishes.
  - B. Sides and desserts.
  - C. Drinks.
  - D. Fruits.
9. Which was NOT the reason that we were glad the event was hosted in summer?
  - A. Because there were longer chats with others.
  - B. Because there were longer hours of sunshine.
  - C. Because there was no need to take food by ourselves.
  - D. Because there was no need to worry about rushing home.
10. Which of the following was NOT the function of the family picnic according to the writer?
  - A. To build a strong team.
  - B. To stimulate the employees to work harder.
  - C. To show how we value the employees and their families.
  - D. To encourage the employees to get to know each other better.

### Task 3 Read the passage and choose the best answers.

From: Human resources manager

To: All staff

Subject: Annual holiday party

Dear colleagues,

I am writing this invitation letter to formally invite you to our annual holiday party which has been scheduled on December 12, 2024, at the CM Hotel from 7:00 pm to 10:00 pm.

The meeting will start with the chairman's opening speech, and awards will be presented. Then dinner and games will follow. This will be indeed a wonderful opportunity for you to get closer to each other.

Besides this email, you will receive a formal invitation card which is designed by the administrative department and will be placed on your desk soon. Make sure you carry the card to the check-in desk

at the hotel. The dress code for the event is formal as it is an organisational celebration.

We will be happy to have you at this party. If you are unable to attend this event, please make sure that you inform Mr John Bains at *jbains@pulsemarketing.com* about your absence.

Warm regards,

Nancy Mathew

11. Who sent the invitation email?
  - A. The chairman of the board.
  - B. The general manager.
  - C. The human resources manager.
  - D. The administrative secretary.
12. When will the party be held?
  - A. On November 16, 2024.
  - B. On November 28, 2024.
  - C. On December 12, 2024.
  - D. On December 31, 2024.
13. Which one of the following activities will NOT be included in the party?
  - A. There will be fun games.
  - B. Some employees will get awards.
  - C. The chairman will deliver a speech.
  - D. A few singers will be invited to sing songs.
14. What is the dress code for the event?
  - A. Casual.
  - B. Formal.
  - C. Semiformal.
  - D. Not mentioned.
15. What is required to carry to the check-in desk at the hotel?
  - A. The ID card.
  - B. The invitation card.
  - C. A homemade dish.
  - D. Drinks and desserts.

## **Task 4** Read the passage and answer the questions.

For the annual party of my company, I chose a famous hotel and booked its multifunctional hall, which, at the time, seemed to be the perfect fit for the party. Two days prior to the event, a

meeting was held at the hotel to review each detail.

On the day prior to the event, I arrived at the hotel at 3:00 pm. The multifunctional hall needed to be decorated, and our team had quite a bit of work to accomplish. After patiently waiting at the front desk for my key, I was told the general manager needed to speak to me. Something had gone wrong: the hall had been double-booked and they had to cancel our booking.

Everybody in my team was shocked and very angry. We did have a few backup venues, but the time was too limited. Furthermore, our event was taking place near the end of the year and nobody was sure the venues were still available.

There was no time to panic. We had to contact them immediately, tell them what had happened and try our luck. Fortunately, we got a positive response from one of the backup venues.

We had to email every colleague about the change and telephone the stores to send the goods we ordered to the new place. On the event day, we had a member of our staff stationed at the old venue to direct any colleague who turned up there wrongly to the new venue.

16. Why was a meeting held at the hotel two days before the event?

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17. What did the writer plan to do one day before the event?

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18. What's wrong with their booking?

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19. What did they do after their booking was cancelled?

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20. Why did they have a member of their staff stationed at the old venue?

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Vocabulary and Grammar **Task 1** Choose the best answer to complete each sentence.

- Experts have long recognised that this problem has \_\_\_\_\_ causes.  
A. mutual  
B. multiple  
C. medium  
D. single
- The rain played a big part in the show's drop in \_\_\_\_\_.  
A. attendance  
B. acquirement  
C. attachment  
D. absence
- The \_\_\_\_\_ activities during the Spring Festival are varied and colourful.  
A. relaxed  
B. rational  
C. recreational  
D. revenue
- Our goal is to \_\_\_\_\_ the chance of partnerships that benefit the world.  
A. monitor  
B. migrate  
C. maximise  
D. modify
- The social services \_\_\_\_\_ a large part of public spending.  
A. take on  
B. account for  
C. turn out  
D. take off
- I'd like to \_\_\_\_\_ for some voluntary work with the environment committee.  
A. end up  
B. sign up  
C. make up  
D. put up
- After finishing the morning tasks, the kids were treated to an all-you-can-eat \_\_\_\_\_ lunch.  
A. buffet  
B. beach  
C. budget  
D. benefit
- The meeting will be attended by \_\_\_\_\_ ministers from many countries.  
A. fearful  
B. frequent  
C. finance  
D. freezing
- The \_\_\_\_\_ was outside the shop when he was attacked.  
A. victory  
B. variety  
C. violence  
D. victim



20. \_\_\_\_\_ photos helps us remember our vacations.

A. To take

B. Taken

C. Being taking

D. Taking

**Task 2** Complete each sentence with the proper form of the word given.

21. The news of her \_\_\_\_\_ (promote) went over well with her colleagues.

22. They made a \_\_\_\_\_ (complain) about the fireworks and noises.

23. I find her artwork very \_\_\_\_\_ (impress).

24. She organised her notes \_\_\_\_\_ (effect) before the test.

25. Words can hardly \_\_\_\_\_ (description) the beauty of the scene.

26. He has been an active \_\_\_\_\_ (participate) in the discussion.

27. He gets \_\_\_\_\_ (frustrate) when people don't understand what he is trying to say.

28. All the money collected \_\_\_\_\_ (donate) to the local charity next Monday.

29. Choosing furniture is largely a matter of personal \_\_\_\_\_ (prefer).

30. Her interest in art \_\_\_\_\_ (stimulate) by her father when she was young.

## Translation

### Task 1 Translate the following sentences into Chinese.

1. I believe it will not only reduce stress, but also stimulate the spirits of my colleagues.  
\_\_\_\_\_
2. Frustrated, I turned to my friend Bella, who had rich experience in organising corporate events.  
\_\_\_\_\_
3. From my experience, inviting families to corporate events can be an effective way to encourage attendance.  
\_\_\_\_\_
4. Participants will be asked to bring in any unwanted items which are still in good condition.  
\_\_\_\_\_
5. The items will be priced by their owners, and any money from the sales will be donated to charity.  
\_\_\_\_\_

### Task 2 Translate the following sentences into English.

6. 每位参与者需要捐赠 30 美元作为入场费。  
\_\_\_\_\_
7. 两位同事将代表公司把捐款送到红十字会 ( the Red Cross ) 。  
\_\_\_\_\_
8. 参与者将在早上 9 点 20 分以前在梧桐山 ( Wutong Mountain ) 北门集合。  
\_\_\_\_\_
9. 我们建议所有成员将徒步路线沿途的垃圾都收走。  
\_\_\_\_\_
10. 活动结束后将举行一场摄影作品展。  
\_\_\_\_\_