

### Worksheet 7: A report on a location

- 1 Work in pairs. Describe your place of work to your partner. Use some of these words and phrases and your own ideas.**

modern	unattractive	needs updating	easy access to public transportation
convenient to restaurants	comfortable	well-located	too small

- 2 Work in groups. Imagine your company wants to develop its overseas business. It needs a new sales office in a new region. What do you need to consider about the new office and the location? Discuss the following:**

- type of city
- transportation networks
- other business in the area
- housing for staff
- costs and rent
- local facilities (parking, restaurants, shops, etc.)

- 3 Read the introduction to the report on the next page. Where does the company want to open a new sales office? How many locations are they comparing?**

- 4 Read the rest of the report. Match these sentences (a–h) to the locations (1–3).**

- a The people in this area are very nice to visitors. \_\_\_\_
- b It's in an old area of Hong Kong. \_\_\_\_
- c There is a lot of traffic in the area. \_\_\_\_
- d It's the most expensive. \_\_\_\_
- e The offices are in the same building as shops. \_\_\_\_
- f It's the least expensive. \_\_\_\_
- g There are lots of places to live. \_\_\_\_
- h More businesses are opening offices in this part of the city. \_\_\_\_

- 5 Find the synonyms in the report for these adjectives. Underline the words.**  
e.g., *old* – traditional

Location 1:

old beautiful incredible very good very high (in relation to money)

Location 2:

new fair selection a small amount busy and unpredictable becoming popular

Location 3:

friendly area where lots of people live near or easy to travel to

- 6 Why do you think David recommends Hysan Place?**

Dear Hans,

Having aged on Hong Kong for our new Asia sales office, I've now visited three possible locations. Here is a summary of each one.

### 1 Central Business District

I found two possible sites in this district with office space. It's the traditional-looking business area of Hong Kong so some of the buildings are very elegant and the views across the harbor are amazing. Public transportation to and from the airport is excellent, and there are lots of other businesses nearby. Normally, I'd recommend this location right away but to be honest, the rents in this part of Hong Kong are exorbitant. I spoke to some local businesspeople and their companies are moving to cheaper districts. It would be nearly 30% more than we planned on paying.

### 2 Hysan Place

The office spaces are very modern in this part of Hong Kong. Rents are more reasonable and lots of companies are moving in. The offices are in a building with a shopping mall at the bottom, and there's a good range of restaurants for visitors. The traffic is a bit chaotic (but it is everywhere), and parking is limited. However, there's good public transportation and the rent is within our budget. It's an up-and-coming business area so it might be a good time to move in.

### 3 Kowloon East

This area is a quieter part of Hong Kong and the people who showed me around a new office development here were very welcoming. It's also quite residential so finding housing for any international staff won't be a problem. The rents here are the cheapest of the three locations. I must say I'd prefer living here but from the point of view of sales, I don't think it's the right place to attract regular visitors. It's not as convenient as the other two.

So overall, I suggest we move into Hysan Place. I'm attaching detailed information about the rents on each place and the terms and conditions from the agents. Let me know what you think.

David

## 7 Your company wants a report on three locations for a new warehouse. These three locations are the correct size. Read the information and use it in your report.

WAREHOUSE 1: ORPING FIELDS	WAREHOUSE 2: SHORETOWN INDUSTRIAL ESTATE	WAREHOUSE 3: LANDSDOWNE LAKES
<b>Age:</b> 45 years <b>Transportation and location:</b> 2 km from highway, near shops and residential area <b>Rent:</b> 1,900 dollars per month <b>Comments:</b> old warehouse but in good condition	<b>Age:</b> 15 years <b>Transportation and location:</b> 20 km from highway and 15 km from small town <b>Rent:</b> 2,500 dollars per month <b>Comments:</b> other businesses nearby	<b>Age:</b> new development <b>Transportation and location:</b> next to highway with cafeteria on-site <b>Rent:</b> 3,100 dollars per month <b>Comments:</b> very modern, lots of other business moving here

#### I CAN

summarize and describe locations

compare and contrast locations

make recommendations