



### Get ready!

#### 1 Before you read the passage, talk about these questions.

- 1 What electronic machines do people need for conferences?
- 2 Where do companies get these machines?

### Reading

#### 2 Read this store advertisement. Then, circle the correct answers.

- 1 What does Spot On mainly do?
  - A It sells projectors and screens.
  - B It rents out conference equipment.
  - C It fixes office equipment.
  - D It manufactures electronic devices.
- 2 Which items vary in size?
 

A flipcharts	C laptops
B marker pens	D screens
- 3 According to the advertisement, which is true of flipcharts?
  - A They come with extra stationary.
  - B They are up-to-date models.
  - C They come in three colours.
  - D They are suitable for large rooms.

## Spot On Conference Supplies

Do you need the best supplies for your conference? *Spot On* can **provide** everything you need for your event. We will also **deliver** and **set up** the **equipment**.

### Products List

#### Flipcharts

Our flipcharts are size A0, and we provide four colored marker pens with each order.

#### Laptops

We provide up-to-date models. Each computer has presentation software installed.

#### Projectors

We offer three kinds of projectors, suitable for large auditoriums, medium-sized rooms and small meeting rooms. All our projectors are wireless.

#### Screens

We offer simple portable screens and deluxe electric screens. We supply them in several different sizes, so we can give you exactly what you need. Please note - we need to set up deluxe screens the day before your event commences.

#### Microphones

We provide the best microphone and speaker equipment for your needs. For the best sound results, please tell us the size of the room.

### Vocabulary

#### 3 Choose the word or phrase that is closest in meaning to the underlined part.

- 1 Has anyone made the equipment ready to use?
  - A provided the equipment
  - B set up the equipment
  - C delivered the equipment
- 2 Please order a surface on which pictures can be displayed.
 

A laptop	B screen	C projector
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- 3 Bring a device that amplifies sound to the meeting.
 

A microphone	B laptop	C screen
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- 4 They offer a lot of different machines for conferences.
 

A flipcharts	B screens	C equipment
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