

## IRÁNYVONALAK A BESZÁMOLÓ FELADAT MEGÍRÁSÁHOZ

Figyelmesen olvassa el a feladatkírást és adekvátan, megfelelő terjedelemben fejtsse ki az irányító szempontokat.

A beszámoló címébe foglalja bele, hogy konkrétan miről szól a beszámoló.

Az első mondatban fejtsse ki, hogy milyen kérdést fog elemezni a beszámolóban.

A következő négy bekezdésben a négy irányító szempontra koncentráljon. Egy bekezdésben egy szempontot fejtsen ki, megfelelő részletességgel. Ügyeljen arra, hogy a szempontokat objektíven, a tényekre szorítkozva fejtsse ki. Személyes véleménye ebben a részben nem kaphat teret.

Az utolsó bekezdésben egyértelműen foglaljon állást, fejezze ki konkrét javaslatát.

A beszámoló aláírással, a pozíció és a dátum feltüntetésével zárul.

A beszámoló stílusa formális, amely megfelel a jelenlegi üzleti környezet kívánalmainak. Kerülje a rövidítéseket, összevonásokat, informális kifejezéseket.

Ügyeljen arra, hogy a beszámoló műfaja eltér a levélétől, nem szerepel benne megszólítás, nincs benne elköszönés, a beszámolóban nem szólíthatjuk meg azt a személyt, akinek a beszámoló íródott.

A szövegnek logikusan felépítettnek kell lennie, bekezdéseket kell tartalmaznia.

A beszámolóban a vizsgázónak a szinten elvárható szakmai szókinccs és nyelvtani szerkezetek használatával kell megjelenítenie a szakmai tartalmat.

Az angol nyelvű üzleti életben nemcsak egyféleképpen készítenek beszámolót. Az alábbi mintamegoldás csak az egyik lehetséges változat. A vizsgán minden olyan beszámolót elfogadunk, mely valamely, a szakmai életben bevett formát követi.

## Writing 1 – Report

### MINTAFELADAT:

You are Csilla/Csanád Barna, a trainee in an English travel agency. The head of your department, Ms Janet Wilkins, has requested you to write a report of 160-200 words on whether the agency should organize a themed tour to Hungary for English tourists who are interested in Hungarian gastronomy.

You will have to include the following content points in your report:

- a brief introduction to the special features of Hungarian cuisine
- famous and/or unique traditional restaurants in Hungary
- what programmes can accompany visits to restaurants
- whether there is demand in England for this kind of themed tour

Please make sure the text is structured and the layout of the report is proper. Except for the use of the specified names, please use invented data. Please write legibly. You may use a dictionary.

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### MINTAMEGOLDÁS:

#### **Report on Themed Tours to Hungary for Those who are Interested in Hungarian Gastronomy**

This report, which looks into the question of whether our travel agency should organize gastronomy tours to Hungary, has been requested by Ms Janet Wilkins, the proprietor of Sunshine Travel Agency.

I did some research into Hungarian gastronomy and I have found that Hungarian cuisine loves lard. Moreover, Hungarians use a lot of spices (for example hot paprika) and vegetables. Instead of starters they prefer various types of cold and warm soups. In addition, quality wines can be offered that match the dishes (eg. the Bull's Blood of Eger).

Hungary provides a wide range of catering options, from small local inns to exclusive restaurants, four of which have been awarded the Michelin star. (Costes, Onyx, Tanti and Borkonyha). The well-known Gundel restaurant is a good example of modern Hungarian gastronomy and hospitality.

Gastronomy can easily be combined with city breaks and cultural tourism. Eger is an excellent example where wine, gastronomy, history and culture go hand in hand. Organizing a wine-tour in this area could also be considered.

As a next step, I carried out a survey among our regular customers and they find the idea of themed tours to Hungary interesting and worth trying. It is mainly middle-aged couples living in cities who would participate.

I recommend the organizing of gastronomy tours since only a few of our competitors offer themed tours in this field.

Csilla Barna  
Trainee of Sunshine Travel Agency

17 January 2016

## Writing 2 – E-mail

### MINTAFELADAT:

You are Barbara/Barna Kovács, the proprietor of Hotel Arany Pillangó located at Lake Balaton. A British family (Peter and Jane Smith and their two children), who are return guests, wish to spend a week in your hotel in October. You have to write an e-mail of 100-150 words in which you

- express how glad you are that the Smiths will spend some time in Arany Pillangó again
- inform the guests about the available dates
- recommend the new services and activities offered by your hotel
- inform Mr and Mrs Smith about the new discounts available for return guests

Please make sure the text is structured and the layout of the email is proper. Except for the use of the specified names, please use invented data. Please write legibly.

You may use a dictionary.

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### MINTAMEGOLDÁS:

To:	smiths@gmail.com
Subject:	reply to an enquiry
Attachments:	none

Dear Mr and Mrs Smith

We are glad to hear from you again. We are grateful for your confidence in our hotel. It is my pleasure to inform you that we still have vacancies in October.

The possible dates for your stay are the following: from 1<sup>st</sup> October to 7<sup>th</sup> October, or from 12<sup>th</sup> October to 18<sup>th</sup> October.

I would like to inform you about our new services. Our guests can rent bicycles and boats and participate in live folklore shows. We have also installed broadband internet access in every room. These services are free of charge. I hope you and your family will be satisfied with them.

As our return guests, you will automatically get 5% off our room rates and a complimentary dinner for your family in our restaurant.

I am looking forward to receiving your reservation.

Yours sincerely

Barna Kovács  
Proprietor of Hotel Arany Pillangó