Présenter une petite entreprise à un client



Présentation 1 · Emma — Green Office

Avant d'écouter

Repérez le nombre de salariés et les trois services de l'entreprise.

Transcription

Good morning. My name is Emma, and I work for Green Office, a small French company.

Our company is based in Nantes, in western France. We sell office furniture and equipment to businesses. There are twenty-five employees in our company.

We have three main departments: Sales, Logistics and Administration. The Sales Department helps customers and manages orders. The Logistics Department organises deliveries. The Administration Department manages documents and invoices.

Our customers are mainly small and medium-sized businesses in France. We are a small company, but we offer a friendly and reliable service.

Thank you for your attention.

Expressions à retenir

Our company is based in Nantes.
Notre entreprise est située à Nantes.

There are twenty-five employees in our company.
Notre entreprise compte vingt-cinq salariés.

We offer a friendly and reliable service.
Nous proposons un service convivial et fiable.