

ПР03. Компании. Структура компании, названия отделов.
ПР03. Companies. Company structure, department names.

Exercise 1. Study the information about the people and fill in the gaps below.

<i>'I'm Robert. I am responsible for the day-to-day running of the business. I represent the company in the business world'</i>
<i>'Hi! I'm Marina. My job is to make sure that the company is producing what people want to buy.'</i>
<i>'My name is Peter. I am responsible for the entire company when Robert is away on business.'</i>
<i>'Hi! I'm Cecily. I deal with personnel matters and recruitment. I also do with issues of staff welfare.'</i>
<i>'I'm John. My area of responsibility is financial issues and money planning'</i>
<i>'Hi! My name is Liza. I do the bookkeeping and the payroll.'</i>
<i>'Hi! I'm Jake. I lead the team which makes our products.'</i>
<i>'My name is Sonya. I deal with developing and testing our new products'</i>
<i>'I'm Ben. I'm in charge of people who sell our products.'</i>

- (1)..... Bradford: Managing Director
- (2) Thomson: Assistant Managing Director
- (3) Gates: Sales Director
- (4) Johnson: Finance Director
- (5) White: Marketing Director
- (6) Brown: R&D Manager
- (7) Tales: HR Director
- (8) Smith: Production Manager
- (9) Bay: Accountant

Exercise 2. Look at the list of departments in a company (a-h) and read people's situations (1-6) below. Decide which department each person should ask to speak to when phoning the company. There are more departments than you need.

Names of departments:

Human Resources

Sales

Production

Accounts

Quality Control

Research and Development (R&D)

Technical Support

1 Mr. Mitchell is a marketing executive who has received several complaints from customers about faulty goods.

2 Mr. Davies is a consultant who thinks he has not been paid for an invoice.

3 Mr. Finer has just received the results of the laboratory tests on a possible new product

4 Ms. Smith is a sales executive who is interested in working for the company.

5 Ms. Evans works in the company as a secretary and she has a problem with her computer.

6 Mr. Martins is a retailer who is interested in stocking the company's products.

Exercise 3. Match the words (1-10) to their definitions (A-J).

- 1 A.G.M.^{UK}
- 2 executive officer^{US}
- 3 board of directors
- 4 chairman^{UK}
- 5 reception
- 6 organisation chart
- 7 shareholder
- 8 vice president^{US}
- 9 headquarters
- 10 manager
- 11 managing director^{UK}

- A any of several executive officers, each responsible for a separate division
B the place where visitors and clients report on arrival at a company
C person who heads a Board of Directors; head of a company; chairperson
D Annual General Meeting of a company's shareholders
E person who holds or owns shares in or a part of a company or corporation
F group of people chosen to establish policy for and control a company
G person managing the affairs of a corporation - chief executive officer
H a company's principal or main office or centre of control
I person responsible for day-to-day running of a dept.; executive officer^{US}
J senior director after the chairman responsible for day-to-day direction
K a table or plan showing a company's structure graphically

Exercise 4. Read the dialogues and fill in the missing phrases.

1) *annual turnover, employ, technical people, workforce*

A: How many people does your company ¹ _____?

B: We have sixty employees. We have about forty factory workers and ² _____ and the rest are admin and sales staff. We started off with only ten people so our ³ _____ has grown a lot. What's your ⁴ _____?

A: It was over 2 million euro last year.

2) *do manufacture help*

A: What does your company ⁵ _____?

B: We ⁶ _____ and sell fire prevention and fire control equipment

A: What do your products do?

B: They ⁷ _____ prevent fires and help suppress fires once they have started.

3) *provide services guards*

A: What does your company do?

B: We ⁸ _____ security services to large businesses and hotels.

A: What kind of ⁹ _____ do you provide?

B: We provide security ¹⁰ _____, CCTV and 24-hour monitoring.

ПР04. Компании. Характеристика обязанностей работников отделов, описание работы компании.

ПР04. Companies. Description of the staff responsibilities and company activities.

Exercise 5. What do these companies do? Make sentences about the companies' activities, using the words below.

Example: Microsoft designs and sells IT software.

SONY
AUCHAN
CITYBANK
ADIDAS
APPLE
MICROSOFT
TOYOTA
COCA-COLA

Verbs: create, design, develop, manufacture, sell, market, offer, provide

Word combinations: banking services, cars, clothing, electronic goods, food and drinks, Internet services, IT software

Exercise 6. These sentences describe two companies, Autotech and Green Fingers. Choose pairs of sentences, which describe similar things and match them with the correct company. Underline the verbs which mean the same things.

GREEN FINGERS

A small garden-products company

1 George and James Hawkins began Green Fingers in the 1920s.

2

3

4

5

6

AUTOTECH

A large car-parts company

1 John Smith started Autotech in 1960.

2

3

4

5

6

John Smith started Autotech in 1960.

It has a workforce of 2,500.

Autotech exports to over 12 countries.

It manufactures car parts.

It introduces one or two new components each year.

It employs about 35 people.

Green Fingers sells some of its products abroad.

It makes garden products.

George and James Hawkins began Green Fingers in the 1920s.

Green Fingers supplies the gardening industry.

It launches 12 new products a year.

Autotech provides components for the car industry.

Exercise 7. Complete the text with the correct form of verbs: *launch* *have* *begin*
manufacture *provide* *export*

1960 - _____

1962 - _____

1963 - _____

1965 - _____

Exercise 11. Put the verbs into Past Simple

1. I (meet) Managing Director at the airport at 7.00 in the morning.
2. We (take) our visitors to the plant.
3. On Wednesday I (fly) to Moscow for a conference.
4. My presentation (not go) very well.
5. Yesterday evening I (write) a proposal for an American company.

Exercise 12. Make questions to the answers.

1. What _____?

They arrived at 10 o'clock.

2. Why _____ the meeting?

I left the meeting because I had an urgent phone call.

3. When _____ the company?

She joined the company in 2015.

4. Who _____ at the conference?

We saw our colleagues from Moscow.

5. How long _____ with the visitors?

I spent 2 days with them.