

It We They	Are			
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Interrogative

Where	Is	I	working?
		he	
		she	
	it		
Are	Are	we	
		you	
		they	

Prepositions

I was born **in** 1985. I was born **on** 4th April 1985.

I entered the university of Economics in 2006 (There is no preposition after the verb “to enter”)

I graduated **from** the University of Economics in 2009.

I joined the company in 2008. I joined the liberal Democratic party in 2007. (There is no preposition after the verb “to join”)

UNIT 4. WHO IS WHO AND WHAT IS WHAT(Company Structure)

Exercise 1. Answer the following questions:

1. What company do you work for?
2. What big famous companies do you know?
3. Do you prefer to work for a big or small company, and why?
4. Which of these companies would you like to work for? Why?
 - a) a family-owned company
 - b) a multinational company
 - c) your own company (to be self-employed)

Exercise 2. Here you can see some manufacturing and service industries.

Match them to the products and services they produce.

pharmaceuticals	a)	washing machines, vacuum cleaners,
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telecommunications	b)	refrigerators, etc.
financial services	c)	travel and holidays
computer hardware	d)	telephony, Internet services, etc.
food processing	e)	Cars
tourism	f)	canned or frozen foods, etc.
catering	g)	medical care
computer software	h)	computer programs
cars	i)	fabrics and clothes
real estate textiles media healthcare	j)	buying, selling, and managing buildings
	k)	computers, printers, etc.
	l)	banking, insurance, etc. medicines
household goods	m)	serving food
	n)	newspapers, magazines, television, etc.

Exercise 3. Read the text.

Companies are a very important part of a state's economy. They produce a wide range of goods and provide different services. There are a lot of companies in the world: big-sized, small-sized, medium-sized, state-owned or private, joint-stock companies (open and closed), joint ventures, family-owned companies and others. The word 'company' comes from the Latin word 'compania', which means a group of people sharing bread.

Companies are involved in many activities, for example buying, selling, marketing and production in different industries. Some firms may produce one good or provide one service. Others may produce many different products. Many large firms are multinationals and have production facilities in several different countries worldwide. They are: Coca Cola and Pepsi Cola, which produce soft drinks; McDonald's and Kentucky Fried Chicken, fast-food producers; Microsoft, providing software; Levi Strauss, a producer of jeans and other goods; and a lot of other companies.

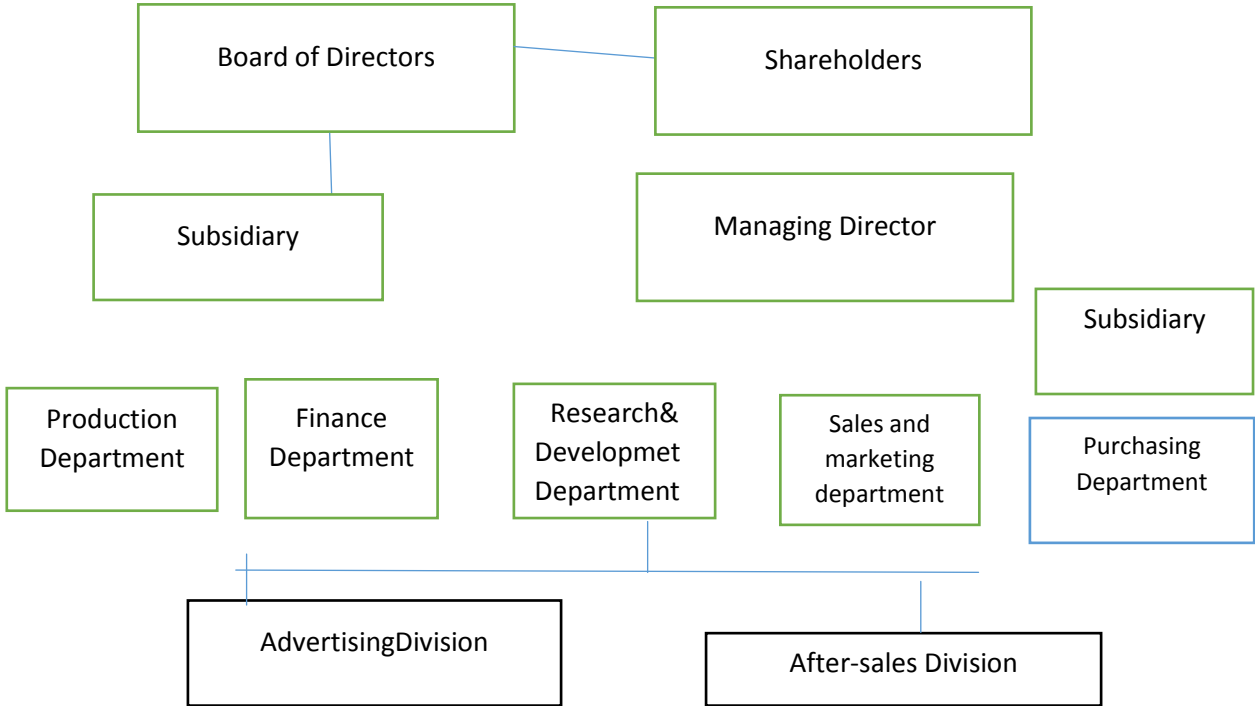
Sometimes you may need to explain how your company or department is organized, who is responsible for different aspects of business and how the company is run. Some companies have similar structure; others have different organization. But they all have much in common. Most companies are made up of three people: the

shareholders, the management and the workforce. The structure of a typical company is shown below.

Let’s say a few words about one company and call it the DCK Corporation The company was set up in 1935. They produce consumer goods. Its head office i located not far from the center of the city. The company has 2,000 employees: 1,500 full-time and 500 part-time employees.

There are various ways of constructing an organization chart. Here you can see the organizational chart of the DCK Corporation.

The DCK Corporation



At the top is the Board of Directors, headed by the chairman. The Board is responsible for policy decisions and strategy. It usually appoints a Managing Director or CEO (Chief Executive Officer in the USA). The Managing Director is responsible for running the company. The Managing Director reports to the Board of Directors. The Board of Directors reports to the shareholders. The company is \ divided into six departments: Production, Research and Development (R&D), Finance, Purchasing, Sales and Marketing and Personnel. Each department has a manager, who is in charge of its day-to-day running and who reports to the Managing Director. These departments deal with one or another important part of work of the organization. Let us look at each one in turn.

The Production Department makes the consumer goods. The Finance | Department looks after the company’s finance and accounting. The Research and Development Department develops new goods, tests them and works closely with the Marketing

Department. The Sales and Marketing Department consists of two divisions: advertising and after-sales divisions. The department is responsible for the sales of the products the company produce, carries out marketing research promotion of goods and after-sales service. The Purchasing Department is in charge of buying all the equipment and raw materials the company needs. Finally, the Personnel Department. It is responsible for employing the staff and training of the personnel, both on-the-job and off-the-job training. If the products are exported, the company may also have an Export Department.

In addition to the parent or holding company, the DCK Corporation has two subsidiaries abroad. They directly report to the Managing Director.

Exercise 4. Answer the following questions:

1. What types of enterprises can you name?
2. When was the DCK Company set up?
3. What goods do they produce?
4. Where is the head office located?
5. How many employees work for the company?
6. Does the company have any subsidiaries?
7. How many subsidiaries does the company have and where are they located?
8. Who runs the company?
9. What is the Managing Director responsible for?
10. Who does he report to?
11. Who do the members of the Board of Directors report to?
12. How many departments are there in the company? What are they?
13. How many divisions does the Sales and Marketing Department consist of?
14. What are they?
15. What do different departments deal with?

Exercise 5. Here you can see a list of different department companies are divided into. What departments are there in the company you work for?

Administration	Design
Finance	Information Technology
Marketing	Engineering

Production	Logistics
Purchasing	Personnel or Human Resources
Sales	Public Relations
Research & Development	Quality Control
Legal	Customer Service
Distribution	After-sales Service
Accounting	Security

Exercise 6. Study the following groups of words. All of the words can be used to describe a particular aspect of company organization.

	head office	Branch	
Location	main office	Subsidiary	
	Headquarters	Facilities	
	Limited	state-owned	
	co-operative	private/privately-owned	
Company	Incorporated	family-owned	
status	public limited company	joint venture	
	Partnership	joint-stock	
	to consist of	Division	
	to be divided into	to be under	
Company	to be made up of	to report to	
structure	Department	to be responsible to	
	Section		
	Director	Shareholders	
	Managing Director (Br.)	Owner	
	Chief Executive Officer (CEO) (Am.) employer		

People	Vice President	Employee
	Assistant Manager	Supervisor
	the board	Head
	to be responsible for	to be involved in
	to run	to deal with
Job	to be in charge of	to assist
function	to work with	to look after
	to work under	to check
	to involve	

Exercise 7. Big companies have complex structures with separate specialist departments in charge of different functions. There are nine departments in this company. Match each function to the department responsible for it. There may be more than one choice.

Administration	Purchasing	Transport	Personnel
Sales and Marketing	R&D	Legal	Production

Example: The Sales Department carries out market research.

1. carries out market research
2. works with the factory unit
3. runs the mail room for incoming and outgoing correspondence
4. works out contracts
5. operates the firm's lorries/trucks (Am), vans and cars
6. works to improve the firm's product range
7. is responsible for employing and selection of employees
8. pays wages and salaries
9. advises on company's regulations
10. arranges delivery of goods to customers
11. organizes the activities of the sales representatives
12. creates new products
13. keeps a record of all payments made and received

14. organizes training courses
15. orders all supplies needed by the company
16. organizes quality control to maintain product standards
17. is responsible for recruitment (employment) and selection of the staff
18. provides office services, such as photocopying

Exercise 8. Match the business titles to the responsibilities.

<p style="text-align: center;">Sales Manager Chief Accountant Marketing manager Managing director Research and development manager Secretary Receptionist Production manager Personnel manager Public relations manager Head of the planning department Finance manager Audit manager Head of the design department</p>	<p style="text-align: center;">is responsible for the company's people and organizes training courses manages a team of designers looks after company's finance is responsible for planning projects from start to finish develops a network of distributors prepares balance sheets develops and carries out marketing strategy receives visitors and answers telephone calls types letters, files documents and makes appointments has general responsibility for the company's work contacts mass media people and makes sure that the company has a good image creates new ideas, finds and tests new products is responsible for producing goods deals with all aspects of audits</p>
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Exercise 9. which department is described? Choose from the words given in the box.

Accounts, Customer Service, PR (Public Relations), Production, Quality Control, Security, Reception, Finance, Maintenance, Purchasing, Legal, Marketing, R&D, Personnel, Sales, Distribution

1. The.....Department is responsible for manufacturing the products, which are then sold.
2. TheDepartment decides where to sell the products, how to advertise them and the price.
3. The.....Department deals with orders for the company's products.
4. The employees in the.....Department have to read and interpret documents connected with the law.

5. The..... Department is responsible for employing new staff and keeping files on each employee.
6. The people in the.....Department have to buy materials, compare prices and discounts from the suppliers.
7. The end of year results are analyzed, the budget is set and short-and long-term loans are arranged in the.....Department.
8. The..... Department improves old products, and makes technical plans for developing new products.
9. The.....Department talks to journalists, presents the company to the public.
10. The Department protects the staff and property of the company.
11. The.....Department deals with visitors and takes messages.
12. The.....Department checks company products and tries to improve their quality.
13. The.....Department sends goods to customers.
14. The.....Department deals with after-sales service and Customers' complaints.
15. The Department checks equipment regularly and carries out repairs.

Exercise 10. Listen to the tape. Alice Everett, the Marketing Manager, is explaining the structure of the company to Hilary Beacham. As you listen to the tape, complete the organization flowchart below by filling in the missing job titles and name.

Compact Systems — company structure

Name: David Burton

Title: Managing Director

Personal Assistant: Mary Wilkins

Name: Michael
Stott

Name: Sheila
Polson

Name: -----
Cummins

Name: *Paul*

Title:

Title:

Title: Marketing
Manager

Title:-----

PA: Daniel
Harkin
Walker

PA: Jane
Hargreaves

PA: Hilary
Beacham

PA: Judith

2secretarie

2 secretaries

2 secretaries

3 secretaries

It is interesting to know! Mercedes-Benz was named in honor of the daughter of ELLINEC Emil, Austrian diplomat and entrepreneur. He was a motor-car enthusiast and designed a new high speed car .He liked his car so much that gave it his daughter's name-
MERCEDES

	Company	Job	Country
Mr.Baker			
Mr. Taisen			
Mr. Lane			
Mr. Takahashi			
Ms. Koda			
Mr. Lee			

Mr. Grant			
Ms. Wang			

Exercise 12. Listen and answer the questions.

1. What is Ann Chapman in charge of?
2. Where does Peter Berger work?
3. Where does Gerald work?
4. What is Mr. Berger's position in the company?
5. What is he responsible for?

Exercise 13. Listen and draw the chart.

Exercise 14. Below are suffixes that can be used with the stem *economy* to form new words.

Form the words and write them in each blank.

- y, - ic, - ical, - ics, - ise, - ist

1. Students in colleges often take courses in.....
2. They have to close down the plant because ofproblems.
3. People buy small cars because they are
4. Uzbekistan is now in the transition period to market.....
5. The president of our company usually discusses money matters with our.....
6. I had to...to buy a new car.

Exercise 15. Complete these sentences with the correct prepositions

1. The Sales Department consists..... the Advertising and After-Sales Sections
2. Each Regional Manager is.... charge, one territory.
3. The Section managers' report ..,..... the Regional Manager.
4. The company is divided..... six departments.
5. The company is headed..... the Managing Director.
6. The Personnel Manager looks....the staff.
7. The Board....| Directors run the company.
8. The Managing Director is responsible...running the company.

Exercise 16. Complete these sentences.

1. In addition to the parent company, Agrochem has two...
2. The Managing Director ... to the Board of Directors.
3. The subsidiaries report to thecompany.
4. Our plant produces a wide..... of products.
5. Their company was..... in 1991.

6. The Board of Directors reports to the.....
7. Our company.....a wide range of services.
8. The R&D Department.....new products development.
9. Before starting up a business businessmen must.....marketing research.
10. We have production..... both in our country and abroad,
11. There are 50..... employees in our office, but when we have much work to do we take on some.....employees.

Exercise 17 (a). Read the dialogue.

Simon Price has just arrived at the Amazon Company. It is his first day in the company. Gregory Richards, the Personnel Manager, is explaining him who is who in Amazon.

Gregory: Good morning, Mr. Price. Welcome to the Amazon Company. How are you? **Simon:** Good morning. Fine, thank you.

Gregory: This is your first day in our company. Let me tell you what is what and who is who. You'll need to know who to go to if you want to contact a particular manager.

Simon: Oh, that's very kind of you.

Gregory: Let's start with our boss, David Carter. He is the Managing Director of the Amzo Company. I think you are going to see him later this morning. **Simon:** Yes, I am.

Gregory: Well, the company is divided into five departments: Production, Finance and Accounting, Marketing, Purchasing and Personnel.

Simon: And is there the Research and Development Department?

Gregory: R&D!? No, we have no R&D Department, but we have the R&D Centre. **Simon:** I see.

Gregory: Let's deal with each department in turn, and I'd like to start with the Production Department. Adrian Redley is the Production Manager. He looks after production.

Simon: Fine.

Gregory: Danny Stockwell is the Finance Director, and Delia Bedford works as a Personal Assistant to Mr. Stockwell.

Simon: I see.

Gregory: Moving on to the Marketing Department, we've got Bella Campbell. Her title is Marketing Manager. You will work for the Marketing Manager as Marketing Executive.

Simon: Yes, that's right. And who heads the Purchasing Department?

Gregory: Mr Hicks.

Simon: Not Jim Hicks?

Gregory: Yes, Jim Hicks. Why?

Simon: *Oh, you know, we've studied at the HigherSchool of Business*

Gregory: Oh, small world.

Simon: Yes, Til be glad to see him again *and work for one* company.

And who is the bead of the R&D Centre?

Gregory: Jack Barton. But he is leaving us soon.

Simon: May I ask *why*?

Gregory: He is 68. He is going to retire.

Simon: *I see.* Who does he report to?

Gregory: He *reports* directly to the *Managing* Director.

Simon: I see.

Gregory: O.K. as you know, I'm the Personnel Manager.

Simon: Yes.

Gregory: So, that is a brief overview of the structure of our company. Do you have any questions?

Simon: **No**, thank you very much.

Gregory: Then, see you later.

Simon: Good-bye.

(b) Draw up a diagram of the structure of the Amazon Company.

Then describe it using the vocabulary of the unit.

Exercise 18. Listen and complete the table.

	Company	Position (Job)	Responsibilities
1 st man			
2 nd man			

Exercise 19. Listen and complete the table.

	Company	Department or division	Job	Responsibilities
Carlos Garcia				

Masahiro				
Mary Kemble				
Mike Tate				
Denny Falco				

Exercise 20(a). Answer your partner's questions about these people.

Name	Company	Job	City
Yoshi	Wilcox International	Sales Manager	Jakarta
Allan	Kidselebration, Inc,	Chief Accountant	New York
Jenny	Keatins	Buyer	Dublin

(b) Now exchange the roles.

Name	Company	Job I	City 3!
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