**Раздел 2. Структура компании.**

**Module 2 Company Structure.**

**ПР05. Company Structure. Making a career. Modern office and office equipment.**

**ПР05. Структура компании. Карьерная лестница. Современный офис и офисное оборудование.**

**Study the words:**

|  |  |
| --- | --- |
| department | отдел, отделение, управление, департамент |
| sales | сбыт |
| salesmanager | менеджер по сбыту |
| turnover | оборот, текучесть |
| turnover of capital | оборот капитала |
| research | исследование |
| development | развитие, рост, освоение, разработка |
| subsidiary company | дочерняя фирма, где холдинговая/ родительская компания владеет более чем половиной номинальной стоимости ее акционерного капитала и контролирует состав совета директоров |
| branch | филиал, отделение |
| Meeting of Shareholders | собрание акционеров |
| Board of Directors | совет директоров |
| business proposal | деловое предложение |
| to propose (to offer) smth to smb | предлагать кому-то что-то |
| Draft (of) Contract | проект контракта |
| Draft | проект текста документа |

**Read and translate the dialogue:**

**At the Company Office**

*Mr. Klimenko is at the office of Continental Equipment. He is having an appointment with the managers of this company, Mr. Brown and Mr. Cartwright.*

**Mr. K.:** Good morning, gentlemen! How are you?

**Mr.C.:** Fine, thanks. And how are you getting on?

**Mr. K.:** Very well, thank you.

**Mr.C.:** Let me tell you about our company. As you know, Mr. Klimenko, we produce processing equipment. Our firm consists of 6 departments: Production, Sales, Export, Financial, Personnel and Research & Development. The last one is the newest at the company. It was created five years ago… We are managed by the Meeting of Shareholders and the Board of Directors. Earlier the Chairman of the Company was one of the senior partners, but now it is Mr. Rogers, as you know. Currently we employ about 1,600 people. Our turnover is more than £300 million.

**Mr.B.:** You will work with our Export Department. We export our equipment to 5 countries. We also have two subsidiary companies in Holland and Germany with headquarters in those countries.

**Mr. K.:** Are they your subsidiaries or branches?

**Mr.B.:** They are our subsidiaries. Each company trades under its own name. We are looking for new partners in Eastern Europe as well, as we would like to expand our activities. That’s why Mr. Cartwright went to Moscow to establish personal contacts with your company. Have you read all our correspondence with your Director?

**Mr. K.:** Yes, I think so. We investigated your business proposal thoroughly.

**Mr. B.:** Have you got our price-lists and catalogues with you now or shall I ask Miss Elliot to bring a copy?

**Mr. K.:** Thank you, but I have them with me as well as copies of your letters. I expect to make the Draft Contract here, maybe by the end of this week, and to conclude the Contract with you after discussing it with my Director by phone.

**Mr.C.:** All right. Let us get down to business. Today and tomorrow we are going to talk about terms of payment and delivery.

**Mr. K.:** Right. And the day after tomorrow we’ll be talking about packing and transportation. **Mr.C.:** Then I plan to go to London for three days. As you know, there will be an exhibition. Will you join me?

**Mr. K.:** Yes, with pleasure. It would be very helpful for the purpose of my visit.

**Mr.C.:** I hope so. And after that you’ll have enough time for a visit to our factory and to go sight-seeing.

**Mr. K.:** That suits me fine. I expect to submit the Draft Contract to my Director by fax not later than next Wednesday.

**We use *have got* to talk about possession.**

*We've got a new printer, but it doesn't work very well.*

*The office hasn't got a lift.*

*Have you got a problem with cash flow? Yes, we have. I No, we haven't.*

**• We use *some* with plurals in positive sentences.**

*I've got some problems with cash flow.*

**• We use *any* with plurals in questions and negative sentences.**

*Have you got any meetings today?*

**ПР06.** **Working day. Employee responsibilities.**

**ПР06. План рабочего дня. Обязанности сотрудника.**

**Study the words:**

|  |  |
| --- | --- |
| an early bird | ранняя птичка, «жаворонок» |
| rush-hour traffic | час пик |
| building corporation | строительная корпорация |
| employment agency | кадровое агенство |
| typing documents | печатать документы |
| arranging business appointments | организация деловых встреч |
| responsible for | ответственный за |
| be in charge of | быть ответственным за/ведать/командовать |
| full-time work | полный рабочий день |
| to climb the career ladder | подняться по карьерной лестнице |

## Main Responsibilities of Employees

Employees have responsibilities towards their employers, even if they work part time or don’t have a written contract with their employers.

These are the main responsibilities of employees:

* to personally do the work they were hired to do
* to do their work carefully and seriously (In some cases, they could be fired or disciplined if they’re often late for work, or if they’re absent too often or for no good reason.)
* to avoid putting themselves or others in danger
* to follow their employer’s instructions (There are some exceptions. For example, if an employer asks an employee to do something dangerous or illegal, the employee doesn’t have to follow these instructions.
* to [be loyal](https://educaloi.qc.ca/en/capsules/being-loyal-to-your-employer/" \t "_blank)

**ПР07.** **Workspace. Motivation. Creating a favorable climate in the team. Theories of motivation**.

**ПР07. Рабочая среда. Мотивация. Создание благоприятного климата в коллективе. Теории мотивации.**

Study the information about an organizational climate

**What is organizational climate?**

Organizational climate is the result of a combination of elements that affect the way team members perceive their workplace. A business climate can be affected by motivation, delegation, authority, feedback and attitudes. In a positive organizational climate, you and your colleagues may be more motivated, more productive and enjoy better morale. There are many elements that make up a workplace’s organizational climate, but some of the most important include:

● Trust at all levels of leadership

● The relationship between the people and the organization

● Support and recognition for hard work

● The suitability of the work environment for the staff and the tasks they perform

● The structure of the organization

● Evaluating these elements is the first step toward enhancing your organizational climate and benefiting from a more focused and productive team.

**How to improve organizational climate**

You can learn how to improve your workplace’s organizational climate by following these steps:

● Identify the current organizational climate

● Raise awareness of the company’s mission

● Identify motivational factors

● Improve understanding of task delegation

● Boost team cooperation

**PRESENT CONTINUOUS**

• We often use the present continuous to talk about appointments and meetings.

*What are you doing on Friday?*

*She* is *visiting the suppliers next week.*

• We also use ***going to***for future arrangements and plans (when we have already decided to do something).

*We're going to launch a new website.*

*I'm not going to study computing next year.*

**ПР08. Team management models. Management. Qualities of an effective manager. Setting goals.**

**ПР08. Модели управления коллективом. Менеджмент. Качества, необходимые эффективному менеджеру. Постановка целей.**

**Study the information about skills that are essential to successful management and managers.**

In order to perform the functions of management and to assume multiple roles, managers must be skilled. Robert Katz identified three managerial skills that are essential to successful management: *technical, human, and conceptual*.

*Technical skill* involves process or technique knowledge and proficiency. Managers use the processes, techniques and tools of a specific area.

*Human skill* involves the ability to cooperate and interact effectively with people. Conceptual skill involves the formulation of ideas. Managers understand abstract relationships, develop ideas, and solve problems creatively. Thus, technical skill deals with things, human skill concerns people, and conceptual skill concerns ideas A manager's level in the organization determines the relative importance of possessing technical, human, and conceptual skills. Top level managers need conceptual skills in order to view the organization as a whole.

*Conceptual skills* are used in planning and dealing with ideas and abstractions. Supervisors need technical skills to manage their area of specialty. All levels of management need human skills in order to interact and communicate with other people successfully.