

**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. <b>I am responsible</b> for the day-to-day running of the business. I represent the company in the business world'</i>
<i>'Hi! I'm Marina. <b>My job</b> 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. <b>I deal with</b> personnel matters and recruitment. <b>I also do with</b> issues of staff welfare.'</i>
<i>'I'm John. <b>My area of responsibility</b> is financial issues and money planning'</i>
<i>'Hi! My name is Liza. <b>I do</b> the bookkeeping and the payroll.'</i>
<i>'Hi! I'm Jake. <b>I lead</b> 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. <b>I'm in charge of</b> 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.<sup>UK</sup>
- 2 executive officer<sup>US</sup>
- 3 board of directors
- 4 chairman<sup>UK</sup>
- 5 reception
- 6 organisation chart
- 7 shareholder
- 8 vice president<sup>US</sup>
- 9 headquarters
- 10 manager
- 11 managing director<sup>UK</sup>

- 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<sup>US</sup>
- 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 <sup>1</sup> \_\_\_\_\_?

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

A: It was over 2 million euro last year.

2) *do manufacture help*

A: What does your company <sup>5</sup> \_\_\_\_\_?

B: We <sup>6</sup> \_\_\_\_\_ and sell fire prevention and fire control equipment

A: What do your products do?

B: They <sup>7</sup> \_\_\_\_\_ prevent fires and help suppress fires once they have started.

3) *provide services guards*

A: What does your company do?

B: We <sup>8</sup> \_\_\_\_\_ security services to large businesses and hotels.

A: What kind of <sup>9</sup> \_\_\_\_\_ do you provide?

B: We provide security <sup>10</sup> \_\_\_\_\_, 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

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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*

Sonara \_\_\_\_\_ in 1972 near Turin. Today, it \_\_\_\_\_ mainly aircraft engines, but in the 1970s it also \_\_\_\_\_ the car industry with components. It \_\_\_\_\_ a workforce of 2,000. Sonara \_\_\_\_\_ 75 % of its engines to other European countries. Last month, it \_\_\_\_\_ a new type of engine which burns 15 % less fuel than other models.

**Exercise 8.** Match the sentence halves.

1. Panetti employs over 3,500 people,
  2. It introduced four new products last year
  3. It makes bread and,
  4. Panetti only supplies its own shops;
  5. It doesn't sell any of its products abroad,
- 
- a) but it plans to expand into France.
  - b) including 1,400 in its own retail outlets.
  - c) including sandwiches and pies.
  - d) many other bakery products.
  - e) it does not make products for anyone else.

**Exercise 9.** Match these words and phrases from exercise 7 with a word or phrase from exercise 8 that has a similar meaning.

- 1 manufactures
  - 2 provided
  - 3 has a workforce of
  - 4 export
  - 5 launched
- makes

**Exercise 10.** Read the text and name the most important inventions of the company.

### WHAT IS SO GOOD ABOUT SONY CORPORATION?

Since 1946 Sony has been committed to bringing the world the best in technology. It is a leader in consumer electronics. This innovation comes with Sony not just simply recreating products, but actually inventing new technology. In May 1960 - Sony was the first company to create the world's first direct-view portable television. The first model was developed based on Sony's extensive experience in radio technology. This device opened the door to personal television use.

Sony made further advancements and in 1962 produced the world's lightest and smallest all transistor television (the TV5-303). The advancements however did not stop there. In 1963 the world's first compact transistor VTR, the PV-100, launched. And in 1965 the world's first home-use open-reel VTR, the CV-2000, launched, paving the way to allow people to record and playback over 1 hour of video. There are so many new offerings that Sony has brought us, which we did not have before. The Walkman is probably one of the greatest inventions from Sony. Sony also brought us the world's first CD player also!

Sony is an electronics manufacturer that has brought us many great inventions, which have benefited humanity. Sony continues to innovate and be a world class leader in reliable electronics, with that elegant and ergonomic Sony style.

**Make sentences about the most important events in the history of the company using the Sony timeline:**

1946 - \_\_\_\_\_

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.