

1 Corporate culture


1.2 Vocabulary Work organization and responsibility

Discussion

1 With a partner, rank the words in each group according to importance or size.

- 1 line manager director project leader supervisor foreman
- 2 department division unit branch office subsidiary section company
- 3 job task assignment project

Listening for detail

2  1:03 Listen to a supervisor describing a company's structure to a new intern and complete the organigram.



3 Listen again and answer the questions.

- 1 Why is the organization simple for the moment?
- 2 Why does Bertram say it's going to change?
- 3 Why does the Office Manager also take care of personnel matters?
- 4 What is the difference between the roles of the CEO and the COO at Warndar?
- 5 Who are Irysis? What happened about two years ago?
- 6 What happened to Roxane Pawle's predecessor?
- 7 Which three departments are involved in development programmes?
- 8 How are development programmes coordinated?

4 Match the parts of these sentences from the listening to complete ways of describing responsibilities.

- | | |
|-----------------------------------|--------------------------------------|
| 1 You're going to report | a) on a day-to-day basis. |
| 2 She also looks | b) with strategy. |
| 3 She has two accountants working | c) directly to me. |
| 4 David runs the business | d) under her. |
| 5 Merilyn deals | e) after finance. |
| 6 Our Office Manager | f) to manage Marketing & Sales. |
| 7 He's responsible | g) with me in Marketing. |
| 8 Roxane is in charge | h) for building our product package. |
| 9 My role is | i) takes care of personnel. |
| 10 He liaises | j) of IT and Technical Support. |

Internet research

CEO, COO, CFO ...
Search for the keywords Chief Officer to find more C...Os. Make a list, dividing them into two categories, serious and humorous.

Prepositions

5 Complete the electronic newsletter by using each preposition once.

on in alongside as under at

This month *Warndar News* is delighted to welcome Sam Shenton, our new intern. Sam, who hails from Boston, will be working (1) _____ Jake and Saidah in Marketing. Let's give her a real Texas welcome! Andy Highlands has moved from R&D. He is now working (2) _____ IT Manager Roxane Pawle in IT and Technical Support, a department which is scheduled to grow rapidly in the coming months. Good move, Andy! News of Jackson Tyler, our former IT Manager: after a short stay in Washington, working (3) _____ Head of IT (4) _____ Sterns & Lowe, a large consultancy, Jackson is now back in San Antonio, working (5) _____ the leisure industry. He hopes this is only a temporary position as he is also working (6) _____ a book about his experiences. We wish him the best of luck!

Discussion and presentation

6 Work in groups of three. You want to open a private music school that offers music lessons to people of all ages. Decide:

- who is responsible for the areas in the box below.
- how many extra staff members you will need.
- who everyone reports to.

Draw an organigram of the company structure.

purchasing recruiting teachers advertising registrations legal questions
organizing concerts CD and music library planning timetables discipline
cleaning and maintenance accounts public relations educational policy sound systems
quality and complaints instrument repairs salaries transport and logistics insurance
reception and office



7 Work with a partner from a different group. Present your music school's organization using relevant phrases and vocabulary from the previous exercises.

Defining words

8 With a partner, practise defining words relating to work organization.

Student A: turn to page 110.

Student B: turn to page 114.