

# An Introductory Class Focus on COMPANY STRUCTURES

Prvi strani poslovni jezik 2 – engleski (bol. 12)



# Opšte informacije o predmetu. General course information.

Naziv predmeta: *Prvi strani poslovni jezik 2 – engleski (bolonja 12)*

Course name: *First foreign business language 2 - English (Bologna Accord 12)*

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## Literatura:

- ***New Insights into Business***, Student's book (authors: Tullis G. and Trappe T.), Longman
- ***Engleski poslovni jezik*** (authors: Jasna Milošević, Milka Marković) – skriptarnica Škole (School bookshop)

# Unit 1. *Company structures*



- Key vocabulary: Listening  
*SOURCE: New Insights into Business*, page 4

the  
SHAREHOLDERS

The  
MANAGEMENT

The Board (of  
Directors)

Company  
structures

the  
WORKFORCE

Chairperson/  
President

Organisation  
chart

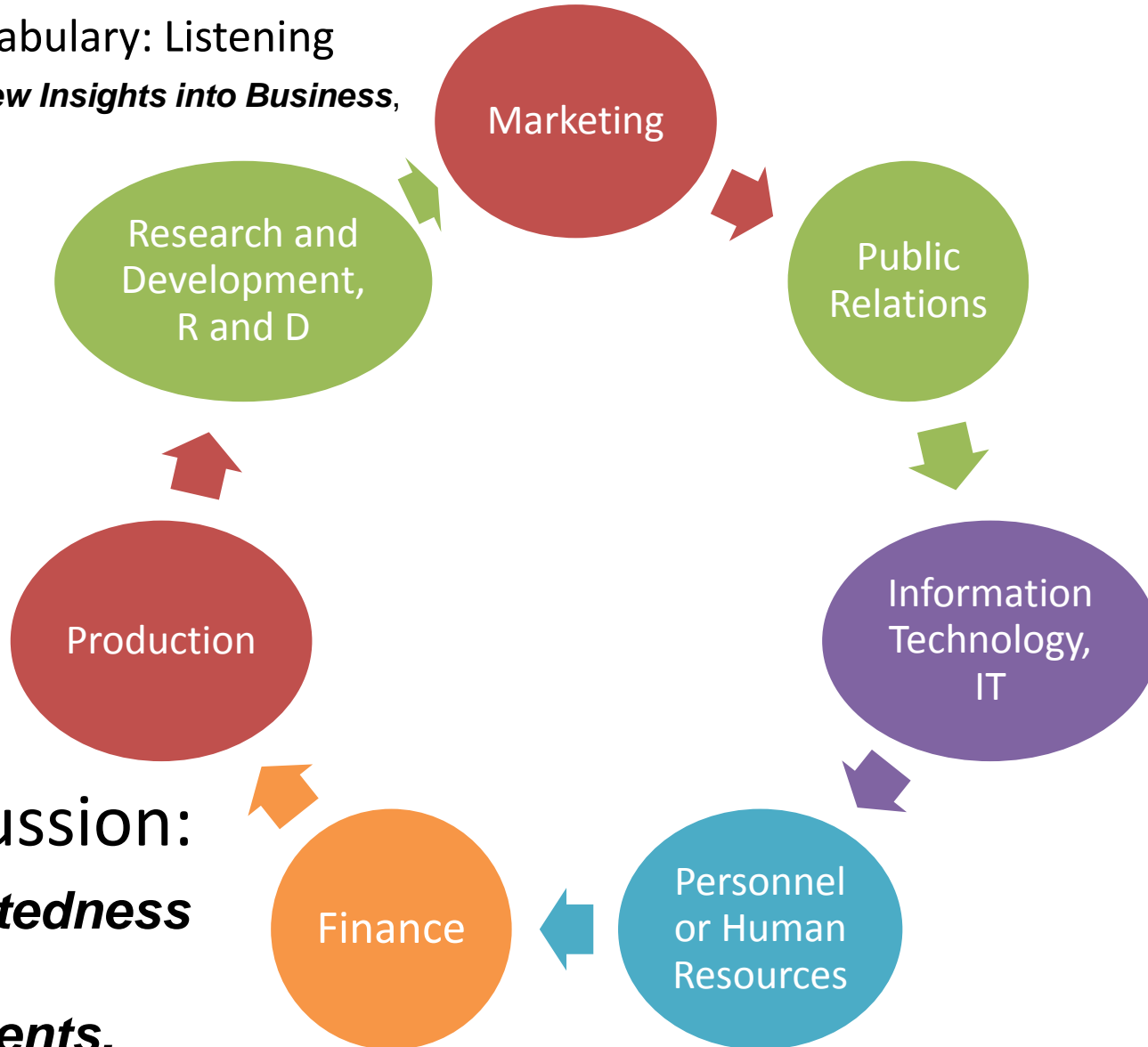
Managing  
Director or Chief  
Executive  
Officer (CEO)

Senior managers OR  
company officers

# Various departments or functions within a company

- Key vocabulary: Listening

**SOURCE:** *New Insights into Business*, page 4



- Discussion:  
***Interrelatedness of these departments.***

# Unit 1: Company structures. Practice.

- Finish these sentences:
  1. Organisation chart represents...  
*the management structure of a typical company.*
  2. The Board (of Directors) is headed by ...  
*the Chairperson / President*
  3. Managing Director (Chief Executive Officer, CEO) has responsibility for...  
*the running of the business*
  4. Some of the various departments / functions within the company are the following:  
*Marketing, Public Relations, Information Technology, Personnel (Human Resources), Finance, Production, R&D etc.*

# Unit 1: Company structures. Practice.

- Fill in the gaps with the words given below. There are **two words extra** you do not need to use.

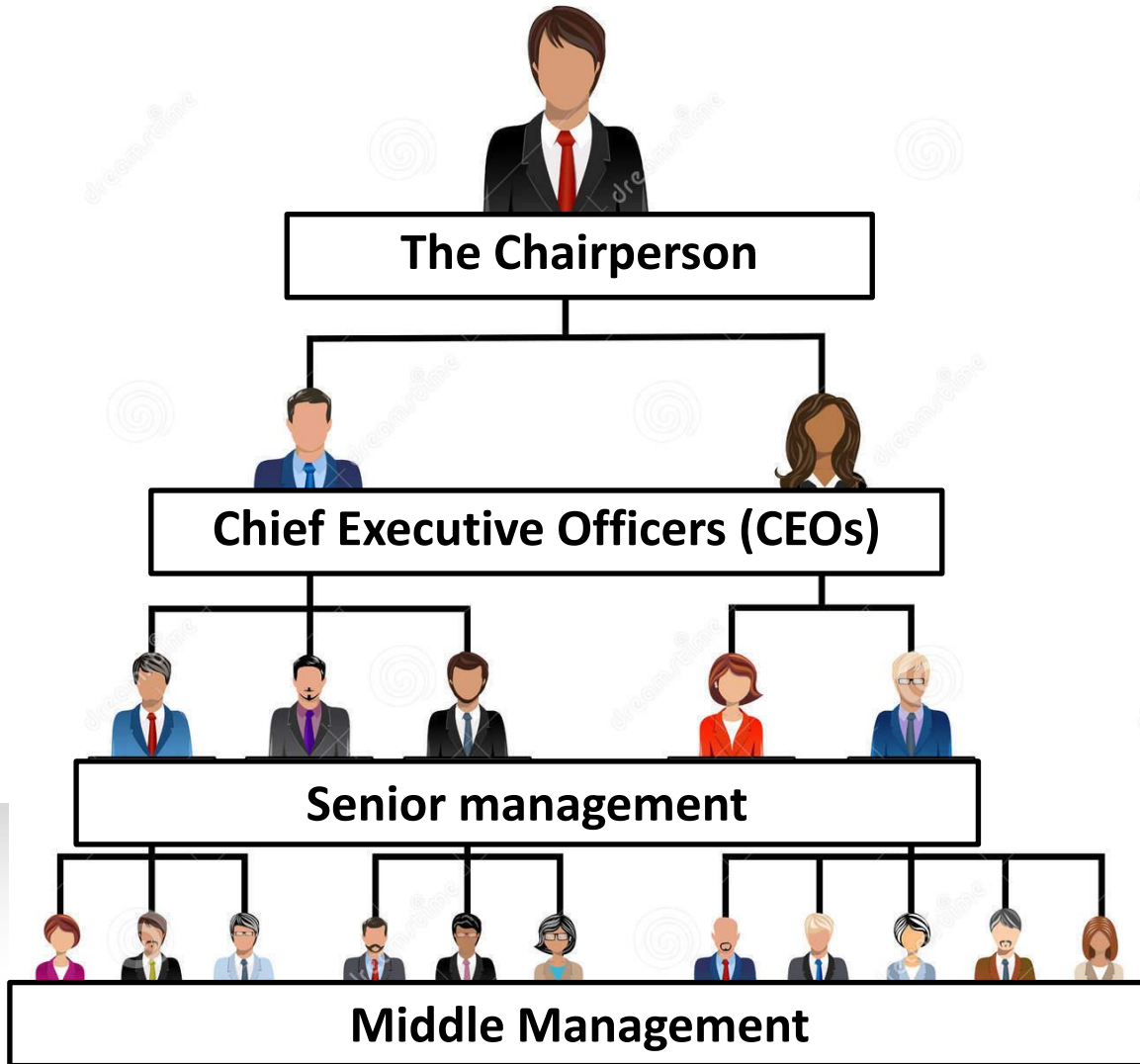
MANAGING DIRECTOR (CEO), SHAREHOLDER, WORKFORCE, CHAIRPERSON, PERSONNEL, ORGANISATION CHART, BOARD OF DIRECTORS (2X)

SHAREHOLDER IS A PERSON WHO PROVIDES THE CAPITAL. THE MANAGEMENT STRUCTURE OF A TYPICAL COMPANY IS SHOWN IN ITS ORGANISATION CHART. AT THE TOP OF THE COMPANY HIERARCHY IS THE BOARD (OF DIRECTORS), HEADED BY THE CHAIRPERSON / PRESIDENT.

THE BOARD OF DIRECTORS IS RESPONSIBLE FOR POLICY DECISIONS AND STRATEGY.

MANAGING DIRECTOR (CEO) HAS THE OVERALL RESPONSIBILITY FOR THE RUNNING OF THE BUSINESS.

# ORGANISATION CHART



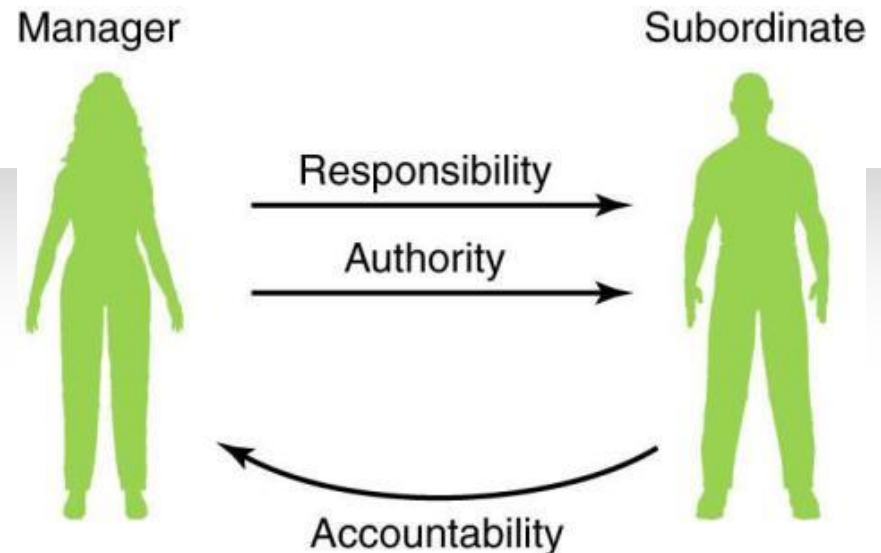
Fill in the organisation chart with the following words:

**Chief Executive Officers (CEOs); Senior management; The Chairperson; Middle Management.**

# It's time to delegate!

- TASK 2. Listen to the conversation between Carrie and Owen and answer the question:  
**What's the deadline for the task?**
- **Think and reflect!** How would you delegate responsibility by following the example of Carrie and Owen?

- TASK 1. Look at the picture below.  
**What does it mean “to delegate authority/responsibility”?**
- Clues – take into account **the organisation chart**
- P.S. the job position of manager and subordinate in this picture can be vice versa 😊



Picture Source: LinkedIn

**Source: BBC Learning English**

Source: *BBC Learning English* (2001), page 2-8

## The conversation between Carrie and Owen

Carrie: Hi Owen. **Can I have a quick word?**

Owen: Yeah, sure.

Carrie: I **need to talk about** the new finance system. **I'm going to need your help** sorting out a few things.

Owen: Yeah, I can do that.

Carrie: **I was wondering if you could take responsibility** for the freelance contracts. We've got a huge backlog of contracts.

Owen: Yeah sure, no problem

Carrie: **And, are you happy with** the computer system?.....

Owen: Yes, I'm fine with the computer system. I've been on the training course. So when do you want me to start?

Carrie: **I'd like you to start this job** probably as soon as possible. **What's your workload like?**

Owen: Um I don't have much on at the moment.

Carrie: **So the deadline for this is** the end of the month, **so really I need you to** get your bit done say 2 or 3 days before the end of the deadline. Then we'll have time to get on and check a few things.

Owen: Sure. I'll get on with it straight away.

Carrie: So 27th. **Would that be alright?**

Owen: That'd be fine.

Carrie: Great. **If you need anything, you know I'm here.**

Owen: Okay, thank you.

# Conversation analysis

- Introduction to delegation of authority: **Can I have a quick word?**, I need to talk about the..., I'm going to need your help...
- Use of indirect questions instead of an imperative:

| imperative   | indirect questions   |
|--|--|
| You <b>must take</b> responsibility for the freelance contracts! | I was wondering <b>if you (subjekat) could take (glagol) responsibility</b> for the freelance contracts. |

Indirect questions (theory), teorija o indirektnim pitanjima: page 61, book *Engleski poslovni jezik*.

- **Giving deadlines:**

I'd like you to start this job as soon as possible **a.s.a.p.**

What's your workload like?

...so really I need you to ...

So 27<sup>th</sup> (or any other date). Would that be alright?

- **Meeting deadlines:**

I'll get on with it straight away.

That'd be fine.