

Organisation

OVERVIEW ▾

- Vocabulary**
Company structure
- Reading**
A successful organisation
- Language review**
Noun combinations
- Listening**
Advising companies
- Skills**
Socialising:
Introductions and networking
- Case study**
Auric Bank

Starting up

A Discuss these questions.

- 1 Would you like to work in the building in the photo above? Explain why or why not.
- 2 Which people in your organisation have their own office? Do they have their own office because of a) seniority; b) a need for confidentiality; c) the type of work they do?



Starting up, p. 22

B How important are the following in showing a person's status in an organisation? Give each one a score from 1 (not important) to 5 (very important).

- a reserved parking space
- an office with a window
- a uniform
- a personal business card
- your own office
- a company car
- your name on your door
- having a secretary
- taking holidays when you like
- the size of your desk
- more than one seat in your office
- flying business class
- a company credit card
- having fixed working hours

Vocabulary-Unit 3-Organisations, p. 23

Vocabulary

Company structure

A Match the words and phrases below to the correct place on the diagram.

subsidiary *B*

factory / plant

call centre

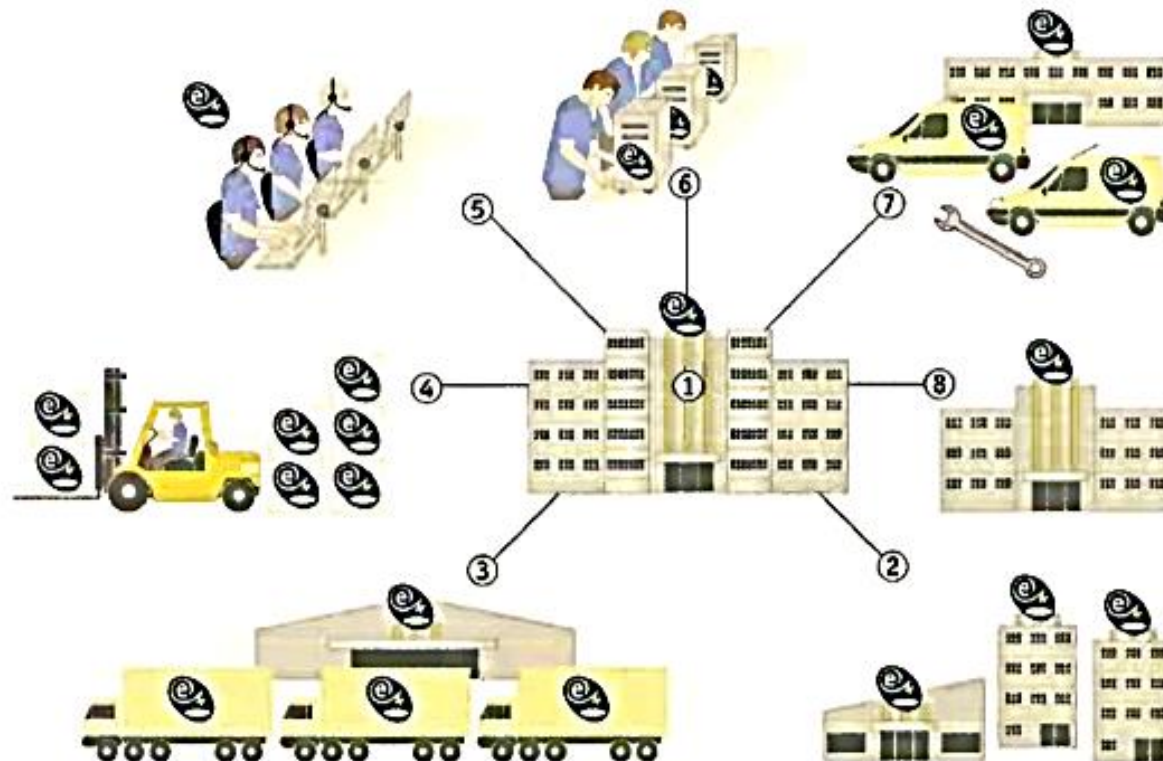
service centre

head office


distribution centre

warehouse

branches / outlets



Vocabulary-Unit 3-Organisations, B-C p. 23

- B**  3.1 Listen to the comments from different places in the organisation and write them down. Then match them to the places shown in Exercise A.

1 *Stock levels have been low for two weeks now. – warehouse*

- C** Think about the organisation you work for, or one you know well. How is it organised?

- D** Discuss these questions.

- 1 Which of the words below can describe:
a) good qualities of an organisation?
b) bad qualities of an organisation?

bureaucratic	caring	centralised	conservative
decentralised	democratic	dynamic	hierarchical
impersonal	market-driven	professional	progressive


- 2 Can you add any others?
3 Which of the words describe your own organisation or an organisation you know well?

DVD projection – a distribution centre: FreshDirect



freshdirect®

Vocabulary-Unit 3-Organisations, B-C p. 23

- B**  3.1 Listen to the comments from different places in the organisation and write them down. Then match them to the places shown in Exercise A.

1 *Stock levels have been low for two weeks now. – warehouse*

- C** Think about the organisation you work for, or one you know well. How is it organised?

- D** Discuss these questions.

- 1 Which of the words below can describe:
a) good qualities of an organisation?
b) bad qualities of an organisation?

bureaucratic	caring	centralised	conservative
decentralised	democratic	dynamic	hierarchical
impersonal	market-driven	professional	progressive

- 2 Can you add any others?
3 Which of the words describe your own organisation or an organisation you know well?

Revision – Noun combinations, p. 26

C Nouns used as numerical adjectives are singular. For example, *a plan which lasts for 10 years = a ten-year plan*. Change the following phrases in the same way.

- 1 a hotel with five stars
- 2 a budget worth 3 million dollars
- 3 a presentation that lasts 20 minutes
- 4 a contract worth 200,000 pounds
- 5 an industrial empire which is 150 years old

D Match each noun in column 1 to two of the nouns in column 2 to make word partnerships.

- | | | | |
|---------------|---------------|-----------------|--------------|
| 1 business | a) virus | b) cards | c) plan |
| 2 management | a) style | b) technology | c) policy |
| 3 sales | a) campaign | b) department | c) trade |
| 4 labour | a) force | b) technology | c) market |
| 5 company | a) house | b) headquarters | c) logo |
| 6 trade | a) union | b) technology | c) fair |
| 7 consumer | a) goods | b) logos | c) awareness |
| 8 research | a) project | b) findings | c) knowledge |
| 9 information | a) technology | b) force | c) desk |
| 10 computer | a) union | b) program | c) virus |


E Make sentences with the noun combinations in Exercise D. For example:
*It is common practice to exchange **business cards** when meeting new clients.*

Listening – Advising companies, p. 26


Listening Advising companies



▲ Richard Brown

A  **3.2 Richard Brown is the managing partner of Cognosis, a management consultancy in London which advises companies on organisation and change. Listen to the first part of the interview and answer these questions.**

- 1 What four approaches does Cognosis use to analyse a business?
- 2 How many different business 'character types' does Cognosis recognise?
- 3 What three things do companies deal with differently, according to Richard?

B  **3.3 Listen to the second part of the interview. Tick the sentences below which are true, according to Richard, and correct those which are false.**

- 1 The hardest way to change the character of a business is to merge it with another company.
- 2 When Guinness and Grand Metropolitan merged, they wanted to create a business culture which was different from the two companies.
- 3 The senior managers spent a lot of money training staff in the new business methods.
- 4 The new culture was only partly successful.

C  **3.4 In the third part of the interview, Richard Brown describes three ways in which successful companies are similar. Complete the description below.**

First, they're¹: they have a very clear sense of
.....². Second, they're -³: they invest much time and energy in understanding and⁴. And third, they are -⁵. By that I mean that people inside the organisation are very clear about the values that should⁶ and behaviours.

Thank you for your attention!

- ninakisin.vps@gmail.com
- konsultacije: utorak od 12:00 do 14:00, kabinet 15