

UNIT **3**

# 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



# HMW Vocabulary

## Unit 3-Organisations, p. 23

### **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

**B** Underline the most suitable noun combination in each group.

- |                           |                       |
|---------------------------|-----------------------|
| 1 a) the meeting of today | 3 a) a business card  |
| b) today's meeting        | b) a card of business |
| c) today meeting          | c) a businesses' card |
| 2 a) a letter of credit   | 4 a) a data's base    |
| b) a credit's letter      | b) a base of data     |
| c) a letter's credit      | c) a database         |

**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.*



# Skills – Socialising: introductions and networking, p. 27

## Skills Socialising: introductions and networking



**A** 3.5, 3.6, 3.7 Listen to the three conversations. Choose the correct description from the list for each one.

- Greeting someone and talking about the past
- Introducing another person
- Introducing yourself and giving information about your company

**B** 3.5 Listen to the first conversation again and answer these questions.

- 1 Which of these expressions do you hear in the dialogue?
  - a) Nice to see you again.
  - d) How about you?
  - b) Fine, thanks.
  - e) I changed my job last year.
  - c) Wonderful!
  - f) I'm in banking now.
- 2 Who is head of data processing?
- 3 Who now works in marketing?

**C** 3.6 Listen to the second conversation again and complete the chart below.

Name	Company	Activity
Don Larsen		
Erika Koenig		

**D** 3.6 Listen again and complete this extract from the second conversation.

- Don Well, we're basically an ..... <sup>1</sup> business. We supply large companies with various services including payroll, ..... <sup>2</sup> and human resources.
- Erika Is Atsource Solutions a new company?
- Don No, we're well established. The company was ..... <sup>3</sup> in 1978. It's organised into three ..... <sup>4</sup>. We have over 6,000 ..... <sup>5</sup>; we've got our ..... <sup>6</sup> in Frankfurt and ..... <sup>7</sup> in over 20 countries – we're pretty big.

UNIT

# 4

# Change

## OVERVIEW ▼

- Reading**  
Change in retailing
- Listening**  
Managing change
- Vocabulary**  
Describing change
- Language review**  
Past simple and present perfect
- Skills**  
Taking part in meetings 2
- Case study**  
Acquiring Metrot

*It's not the strongest species that survive, nor the most intelligent, but the most responsive to change.*

Charles Darwin (1809–1882), British scientist



# Starting up, p. 30

## Starting up

**A** Which of these situations would you find the most difficult to deal with?

- |                             |                   |
|-----------------------------|-------------------|
| 1 Losing a lot of money     | 5 A new boss      |
| 2 Moving house              | 6 New neighbours  |
| 3 Moving to another country | 7 Driving abroad  |
| 4 Losing your job           | 8 Getting married |

**B** What has been the most significant change in your life?

**C** Which of these business situations would worry you most? Why?

- 1 You read in the paper that your company will probably be merging with another company.
- 2 You keep your job after a merger, but you are in a less powerful position.
- 3 Your company has to relocate to the other side of the city.
- 4 You are asked to relocate to a dangerous foreign country.
- 5 You are promoted but are now in charge of a hostile workforce.
- 6 You have to move from an open plan office to sharing your boss's office.
- 7 You have to work with a completely new computer system.
- 8 You have to decide who to make redundant in your new department after a merger.



# Vocabulary, p. 33

## Vocabulary

### Describing change

- A** Write the verbs from the box under the correct prefix to make words connected with change. Use a good dictionary to help you. Some of the words can be used with more than one prefix.

-centralise-   organise   train   grade   regulate  
size   develop   launch   locate   structure

down-

de-

up-

re-

*centralise*

# Skills: Taking part in meetings 2, p. 35

**B**  4.3 Listen again and tick the expressions in the Useful language box that you hear.

## Useful language

### Interrupting

Could I just say something?  
Excuse me, but could I just say ...

### Asking for clarification

How do you mean, ...?  
What exactly are you saying?  
What exactly do you mean?  
Are you saying we need to ... ?  
Sorry, I don't follow you.  
Can you explain in more detail?

### Clarifying

What I mean is ...  
What I'm saying is ...  
No, I was thinking of ...  
To be more specific ...  
To clarify ...

### Dealing with interruptions

Hold on. Can I finish the point?  
Let Stefan finish, please.  
I'd like to finish if I may.  
Just a moment ...

### Making proposals

I suggest ...  
I propose that ...  
How about ...  
We could...

### Rejecting proposals

Sorry, I don't think it's / that's a good idea.  
I'm not sure I agree with you there.  
It / That just won't work.  
Well, I'm not happy about it/that.





# Thank you for your attention!

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