

English professional
Иностранный язык(профессиональный)
Lesson1

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Business Company Structure: Прочитайте и переведите текст, составьте структуру компании в соответствии с



ОПИСАНИЕМ.

Each company has its business structure. Many companies have much in common in their structures. The number of departments in a company depends on the size of the company and on the nature of the goods and services it provides. In most companies the activity of a manager depends on the level at which he/she is working.

Top managers are involved in long range planning, policy making, and the relations of the company with the outside world. Middle management and supervisors make day-to-day decisions. Managers at this level spend a great deal of time communicating, coordinating and making decisions affecting the daily operation of their organization. Managers perform various functions, but one of the most important aspect of their job is proper utilization of people.

A good manager should be aware of the type of organization culture his/her corporation adheres to. There are now five broad fields of business that offer exciting careers: management, marketing, accounting, finance, and data processing. Within each of these fields there are specific jobs in which one can specialize.

Board of Directors is the highest level in the organizational structure of any corporation. In other types of ownership there won't be one (for example, partnership). Usually from five to ten owners with the largest number of shares get elected to the Board of Directors.

Managing Director is appointed by the Board of Directors for a certain period of time. He is responsible for managing the company, fulfilling the main strategy and developing business. He reports to the Board of Directors and shareholders.

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Financial Controller is responsible for Finance and Accounting Function. This function is dealing with all aspects of reporting to authorities, shareholders and management of the company. They have to provide them with accurate and transparent financial and management reports in a timely manner. Managers use financial data for decision making purposes. Budget group develops plans and budgets.

A corporation with many employees may need a personnel department. **Personnel department** recruits new employees and organizes training courses. Personnel Manager is the Head of the Personnel Department. The Personnel Department is dealing with issues of personnel training, hiring policies, and defining reward systems for people from different departments and divisions. A qualified personnel manager should possess good communication skills. He/she should be able to chair a meeting, to conduct an interview with job applicants.

Manufacturing Manager is responsible for managing production, quality control and research and development. Heads of workshops usually report to him. Information regarding new market trends comes from the Marketing Department to the Research and Development Division where they improve existing products or develop new ones

Quality Control Division is dealing not only with quality of products but also with quality of business processes. So they check both quality of products and business processes.

Sales and Marketing Manager is always a very hard and artistic job to do but it gives more satisfaction than any other works within the company. Sales and Marketing Department is responsible for sales of products, promotion and advertising, market research, developing product and market strategies, concluding contracts with clients and many other things (from the way packaging should look to organization of presentations and shows).

Purchasing Manager is working closely with Manufacturing Function because the Purchasing Department is responsible for purchasing materials, low value items and all the assets for Production. They have to find the best quality materials at the lowest price.

Переведите слова и дополните ими предложения.

1)director 2) subordinate 3)middle manager 4) colleague 5)junior executive 6) staff 7)supervisor 8) employee
9)Superior 10)work-force

- 1) The executives working below the top managers are generally called
- 2) Laura is an important person in our company. She is a member of the Board of ...
- 3) Peter has been with the firm for a year. He is at present a ... and is being trained
• for a managerial position.
- 4) Their ... is expanding rapidly. They now have over 5 employees.
- 5) At least 50% of our ... have been with the company over ten years.
- 6) We are a small group in the Research and Development Department. Fortunately,
• I get on well with all my
- 7) Our telephone operators work under the direction of a
- 8) I work under Mr. Brown. He is my
- 9) Sheila and Tom work under my authority. I am their boss and they are my
- 10) I am responsible for ... training and development.

Упражнения.

- Вычеркните слово, которое не принадлежит данной группе.
- 1) firm, company, society, subsidiary;
- 2) salary, manager, engineer, employee;
- 3) finance, product, planning, marketing;
- 4) ship, assemble, customer, purchase;
- 5) plant, faculty, patent, factory.
- Соотнесите следующие определения с группами из трёх оставшихся слов
- 1) manufacturing sites _____
- 2) stages in the manufacturing process _____
- 3) people who work in a company _____
- 4) types of business organization _____
- 5) different departments in a company _____

- Выпишите из текста 10 ключевых слов

• Thank you for attention

