

1.2 Vocabulary Work organization and responsibility

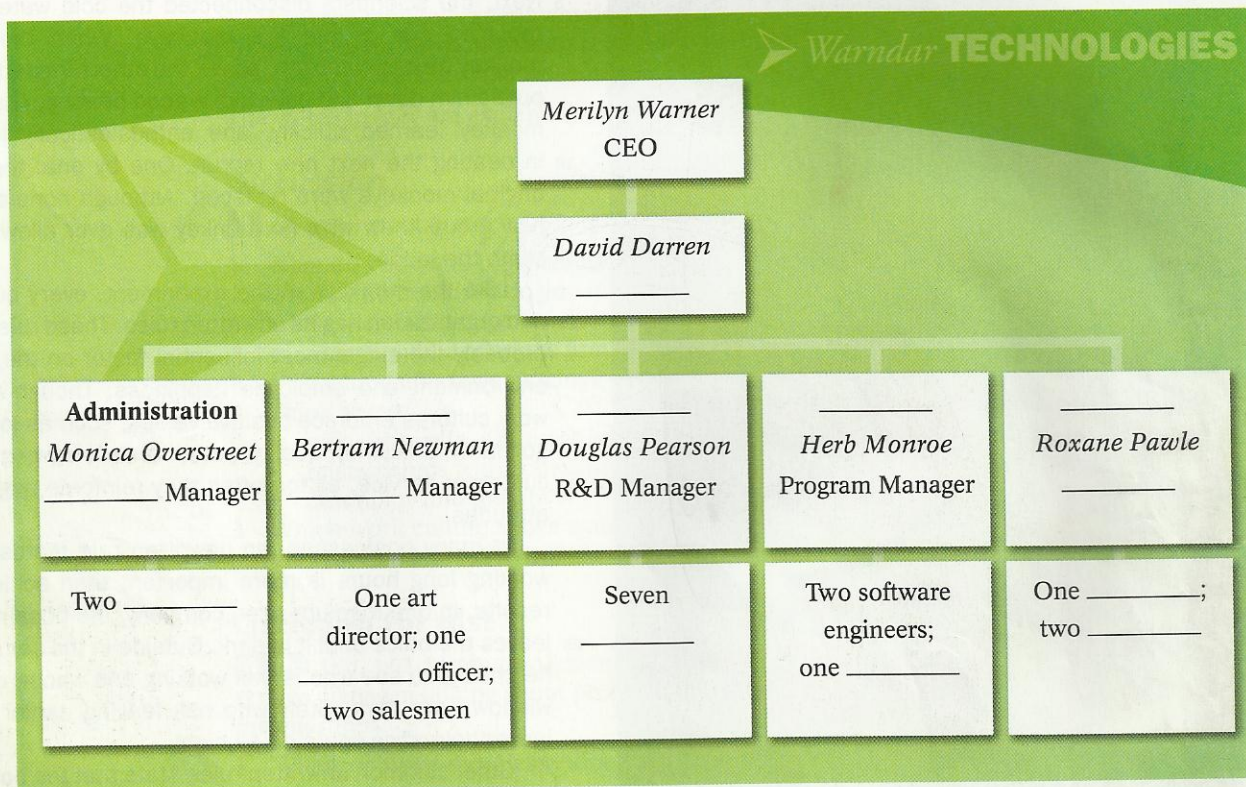
Discussion

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.