

# 1 Corporate culture


## 1.2 Vocabulary Work organization and responsibility

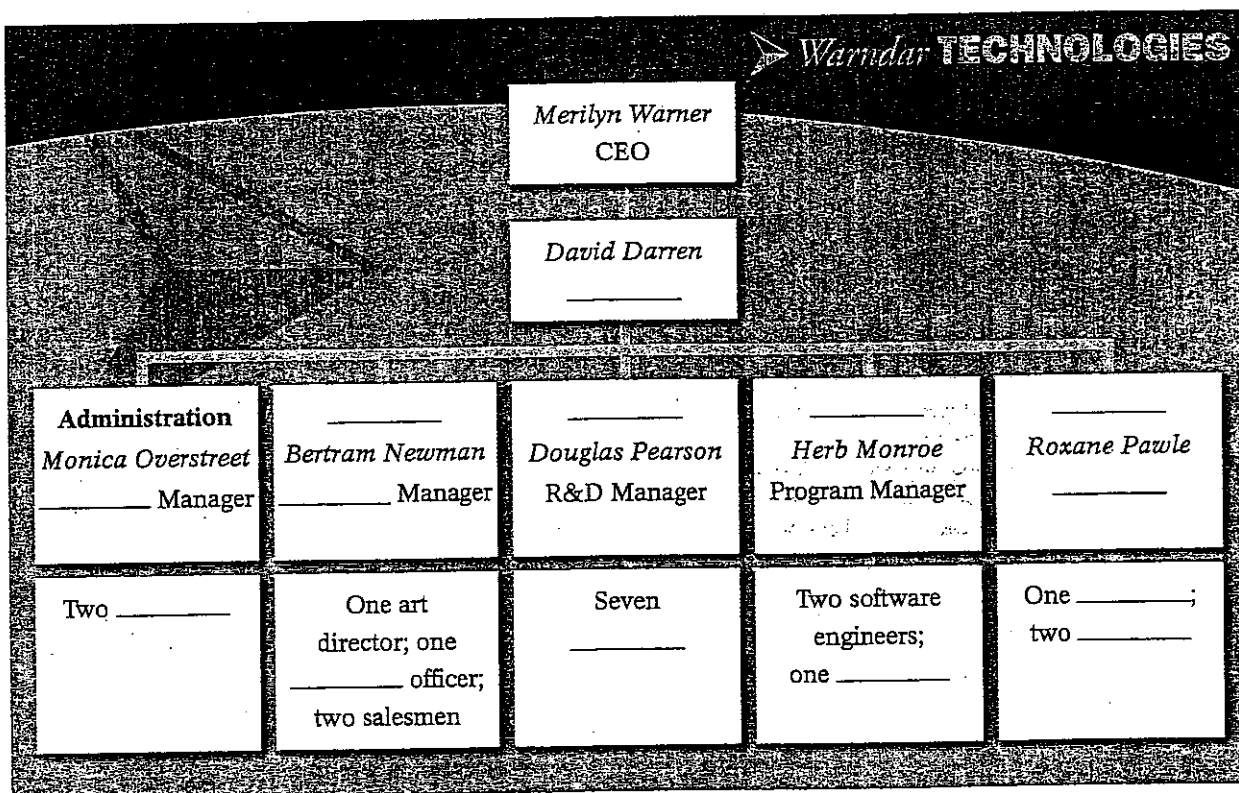
### Discussion

**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 Marilyn 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.