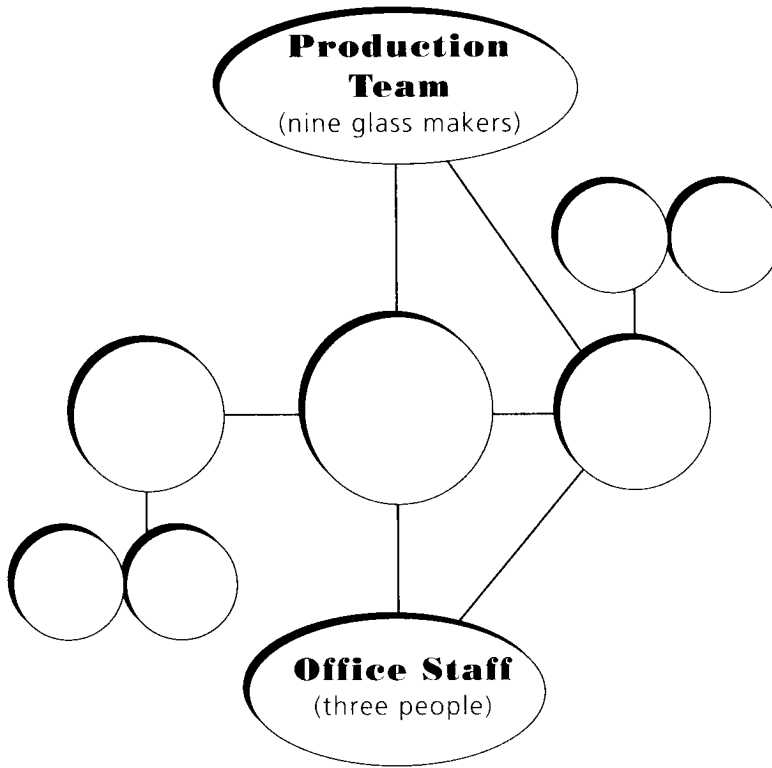
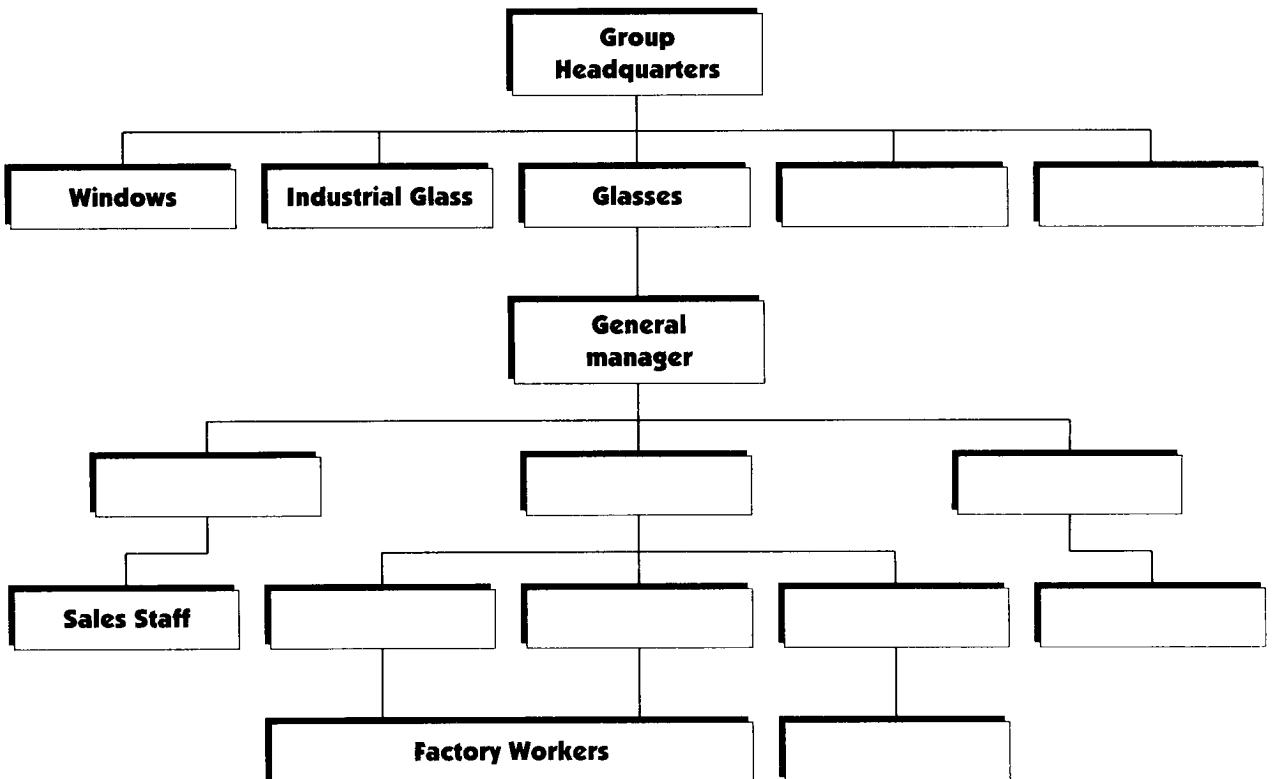


Royal Swedish Crystal



Suralex Glass Products



1-5b

Company structure

Descriptions

Student A

Royal Swedish Crystal

Royal Swedish Crystal
(Chief Designer)

RSC is a small company which produces high-quality glasses and sells these all around the world. There are 18 employees and the Managing Director. He is responsible for sales and marketing and has under him a sales team of three: one Export Sales Manager and two sales representatives. The office staff deal with orders and give secretarial help to the Managing Director.

As Chief Designer, you are in charge of the design department and your job is to make new designs and to organise the work of the production department. You are also responsible for quality. There are two other designers under you. There is no Production Manager: the team of nine glass makers report to you and to the Managing Director.

Student B

Suralex Glass Products

(Production Manager)

You work in the Glasses Division of Suralex SA. There are four other divisions in the Suralex Group: Windows, Industrial Glass, Laboratory Equipment and Windscreens. The Glasses Division employs 110 people in the production and sales of the glasses. Central departments at the group's headquarters deal with the marketing and administrative work. As Production Manager you are responsible for organising and

planning production. There are three people under you: two Production Foremen who supervise the factory workers, and the Factory Manager who is responsible for stores and transport staff. The Development Manager and the one designer under him design new products. Like the Sales Manager and the Development Manager you report directly to the General Manager.

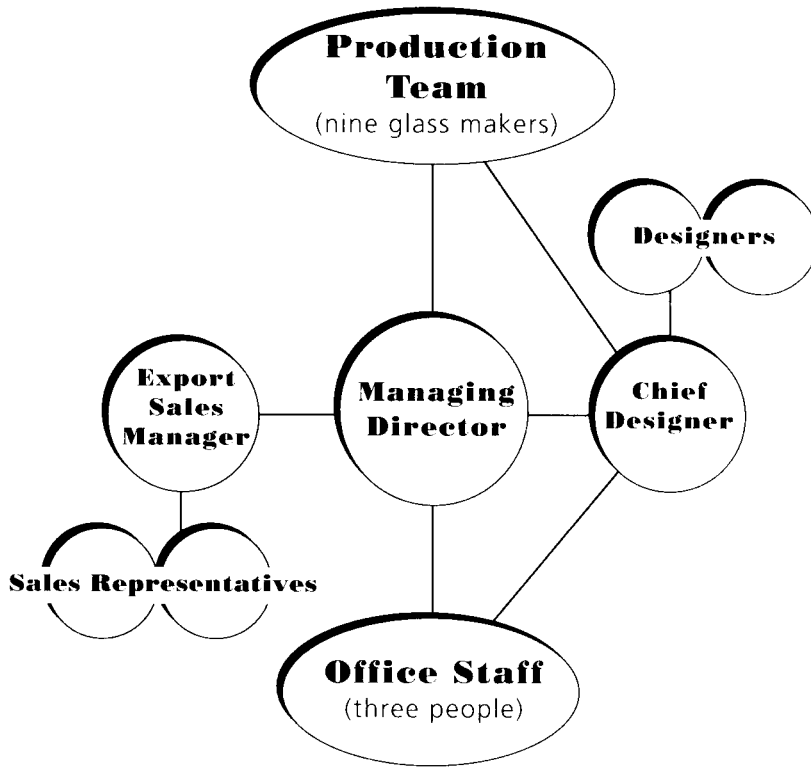
Company structure

Worksheet Progress

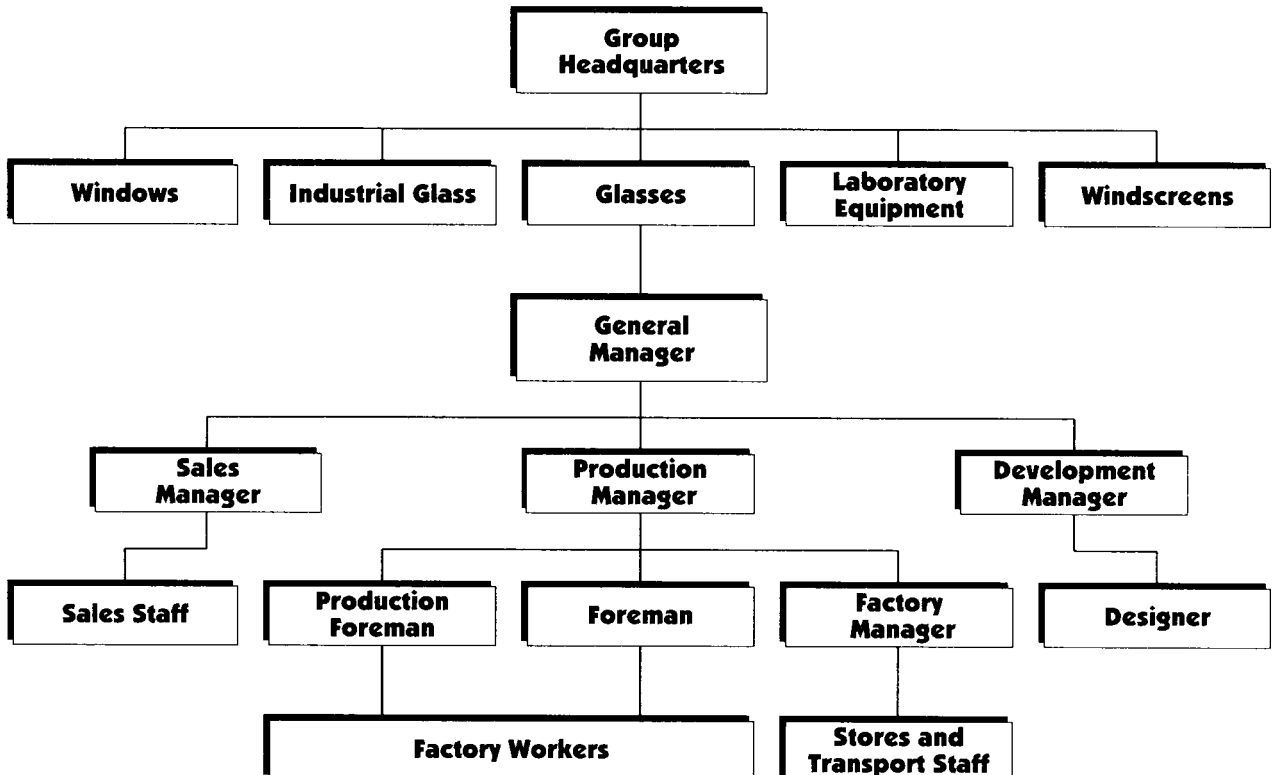
1-5b

ANSWERS

Royal Swedish Crystal



Suralex Glass Products



Teacher's Notes

Company structure **Worksheet Progress check** **1-5a** and **1-5b**

NOTE: Use Worksheets 1-5a and 1-5b for this activity.

ACTIVITY

Pairwork: reading, speaking

AIMS

To talk about company organisation, people's responsibilities and who they report to.

GRAMMAR AND FUNCTIONS

Present simple and present continuous
Adjectival phrases: *responsible for, in charge of + -ing*

VOCABULARY

Responsibility: *to be responsible for, to be in charge of, to deal with, to supervise*
Organisation: *a department, a division, headquarters, a team*
Job titles and functions

PREPARATION

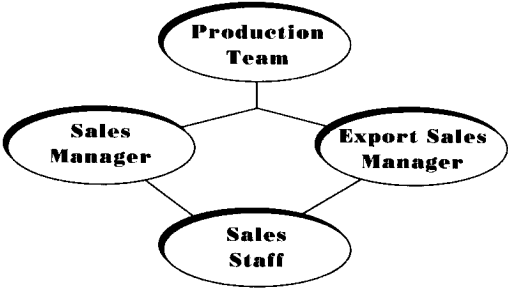
Make a copy of Worksheet 1-5a for each student in the class, and one copy of Worksheet 1-5b for every two students in the class. Cut out Student A and Student B sections as indicated.

TIME

40 minutes

PROCEDURE

1 Draw a small diagram on the board like the one below and elicit/teach the forms:



responsible for... -ing
be in charge of... -ing
deals with something
reports to
has ... under him/her
helps somebody with something
His/Her job is to...
supervise

- 2 Give each student a copy of Worksheet 1-5a. Cut Worksheet 1-5b in half as indicated. Ask the students to work in pairs and divide them into Student A and Student B. Give each student the appropriate section of the worksheet.
- 3 Ask each student to work alone, and complete the chart on Worksheet 1-5a using the information in the texts.
- 4 When they have finished, ask students to put away the text and, using only the completed chart, to explain the organisation of their company to their partner. They should not show the chart to their partner. As they explain it, their partner should fill in the blank chart on his/her worksheet.
- 5 When they have done this, ask the students to show each other the chart they completed earlier to check they have completed it correctly.
- 6 Draw the completed charts in the Teacher's Notes on the board or put them on an OHP for the students to check their answers.

FOLLOW-UP

Ask the students to prepare for the following lesson an organisation chart of their own company or an imaginary one to present to the rest of the class.