

Homework

Company Structure Vocabulary

A. Underline the correct word in each sentence.

1. Sid is the vice president, so he's in charge when the *president* / *receptionist* is on holiday.
2. The *Sales* / *Accounts* Department's new strategy has really helped to boost sales.
3. Our *Production* / *Personnel* Department is currently assembling over 100 vehicles per week.
4. Our *Personnel* / *Marketing* Department deals with the branding and promotion of our cosmetics.
5. As the *café manager* / *director*, Tom is responsible for the day-to-day running of the place.

B. Complete the sentences using one of the words in the box.

shareholders	Accounts Department	reception	A.G.M.	receptionist
board of directors	managing director	headquarters	organisation chart	directors

1. All our meetings are held at the company in London.
2. Introduce yourself at and tell them you've got an interview with Bob Lee.
3. If you want to know who's who in the company, have a look at the
4. All billing matters are dealt with by our
5. Our is on Friday. I assume you'll all be able to make it.
6. The meets four times a year, usually on the first Friday of the month.
7. We shall be electing two new to join our board.
8. The friendly greeted me when I entered the building.
9. As, Steve is second in command to the chairman.
10. All the received one new bonus share for each of their existing shares.

C. Match the sentence halves with their endings, underlining the correct words.

1. Jo used to be the a. led by our new *organisation chart* / *chairman*, Gary Grimm.
2. I informed the b. *A.G.M.* / *vice president*, but he was recently promoted to president.
3. The meeting was c. *board of directors* / *executive officer*, I deal with company affairs.
4. Jean from the d. *Purchasing* / *Marketing* Department that we needed new laptops.
5. As e. *Marketing* / *Personnel* Department is responsible for recruitment.



More on this topic at: eclub.to/c20

Homework answers

Company Structure Vocabulary

Exercise A

1. president
2. sales
3. Production
4. Marketing
5. manager

Exercise B

1. headquarters
2. reception
3. organisation chart
4. Accounts Department
5. A.G.M.
6. board of directors
7. directors
8. receptionist
9. managing director
10. shareholders

Exercise C

1. b, vice president
2. d, Purchasing
3. a, chairman
4. e, Personnel
5. c, executive officer