

**GREETING A CLIENT (3)**  
**Presenting and touring your company (03)**

**IN CONTEXT 5 - 8 min**

**Classify the information in each category. Then answer the question.**

offices - quantity of products manufactured - company history - warehouse - famous customers - production line - lobby - amount of sales in dollars.

<b>Touring a Company</b>	
<b>Company Presentation:</b> 1. 2. 3. 4.	<b>Company Facilities:</b> 5. 6. 7. 8.

What areas in your company are open to visitors?

**VOCABULARY 5 - 8 min**

**Review the phrases below:**

To tour - to visit

Can you tell me about ....? - a question to ask for information about something.

Our company was founded ... - used to give background information about the creation of a company.

The company has grown to ....- a formal way to describe the evolution of a company.

All right - another way to say that you agree.

Company facilities\* - places, buildings of a company.

To invest - to put money in a cause/project for financial return

A field - a sector or an area of an activity or profession

\*The noun *facilities* is always plural.

## PRESENTING & TOURING YOUR COMPANY 10 - 12 min

### Company Presentation- Part 1/2

Jack Lowell from Hutch industries is greeting a visitor in the company facilities.

Visitor: Thank you for your invitation to tour your company.

Jack Lowell: You're welcome.

Visitor: Can you tell me more about Hutch Industries?

Jack Lowell: Certainly.

Our company was founded in 1978 by the Hutch brothers. They invented the first patented electronic component for digital watches. Since then, the company has grown to 750 employees. We manufacture 80 different electronic components, generate 3 million dollars in sales and we are operating in 22 countries.

Visitor: That's impressive.

### True or False:

1. Jack Lowell is visiting Hutch Industries.
2. The visitor is presenting his company.
3. Hutch Industries was created in 1978.
4. Hutch Industries sold 3 million products

### Touring the company facilities - Part 2/2

Jack Lowell: Yes and touring the Hutch Industries facilities will be even more impressive.

Visitor: All right, let's go visit them.

Jack Lowell: Here is the map of our facilities. We are here in the lobby where people are greeted. The lobby design represents our company activity: electronic components. We specialize in nanotechnology. Hutch Industries Group invests millions of dollars in "spintronic" - a new field using the spin\* of an electron for storing, processing and communicating information.

First we will visit the engineers' workshop and offices where ideas and innovations take place. Then, we'll go see the production line and finally you'll get the chance to look at the warehouse.

\* a spin - a circular motion/movement

**True or False:**

- 1. Jack Lowell and the visitor are talking and exchanging information.
- 2. Jack Lowell and the visitor are in the Hutch Industries offices.
- 3. Hutch Industries is specialized in electronics.
- 4. The production line is the 2nd place they will visit.

**Touring your company:**

To present your company and lead a visit in your company facilities, recurrent\* sentences are used no matter the sector or company type. Here are some common phrases used:

\* Recurrent= appearing two, three, four times in a text, conversation, speech etc.

1. Company Presentation:

<b>Making a brief Company Presentation:</b>	
Our company makes / manufactures / provides	<i>electronic component.</i>
Our company produces	<i>100 000 electronic component a year.</i>
Our company operates	<i>in 22 countries</i>
The company was founded in	<i>1978. / Paris.</i>
Our company was founded by	<i>the Hutch Brothers</i>
The company has grown to	<i>750 employees.</i>
The company / The group invests	<i>more than 10 million dollars in research.</i>
We specialize in	<i>electronics.</i>
We are specialized in	<i>luxurious watches.</i>

2. Leading a visit in your company:

<b>Touring your company facilities:</b>	
Here/This is the	<i>company lobby.</i>
We are in the	<i>production-line area.</i>
We will visit / We will go see	<i>the production process.</i>
You'll get the chance to	<i>observe how the components are assembled.</i>

**Complete the sentences with verbs or preposition illustrated in the table above:**

The Hershey Company, a famous chocolate factory, started to \_\_\_\_\_ delicious milk chocolate in 1905.

The company \_\_\_\_\_ a farm boy named Milton Hershey at age 19 \_\_\_\_\_ 1976. Mr. Milton Hershey's first business \_\_\_\_\_ and sold candies.

Since the early 20<sup>th</sup> century, the company \_\_\_\_\_ to make 17 different types of chocolate products including but not limited to chocolate syrup, chocolate candy bars, cocoa powder, baking chocolate and refrigerated milk chocolate drinks.

### VOCABULARY 5 - 8 min

**Match the words 1 to 8 with their definitions a to h:**

- |                                |  |
|--------------------------------|--|
| 1. <u>c</u> was founded in     | a. requesting / asking for information             |
| 2. _____ all right             | b. tell the date and or time a company was created |
| 3. _____ make                  | c. building, place of a company                    |
| 4. _____ get the chance to     | d. to have the opportunity to do something         |
| 5. _____ a field               | e. to supply or make available                     |
| 6. _____ has grown to          | f. the development of a company                    |
| 7. _____ Can you tell me about | g. expression to state that you agree              |
| 8. _____ To tour               | h. manufacture                                     |
| 9. _____ facilities            | i. to do business or have an activity              |
| 10. _____ provide              | j. to visit  |
| 11. _____ operate              | k. an industrial sector                            |

## WRITING 10 - 12 min

Complete the sentences (conjugate the verbs when necessary):

Field - operate - facilities - is specialized in - was founded - provide - has grown to - make

1. Tetra Pak \_\_\_\_\_ environmentally friendly products.
2. Tetra Pak market \_\_\_\_\_ more than 170 countries around the world.
3. Tetra Pak \_\_\_\_\_ are used for packaging and processing.
4. Tetra Pak \_\_\_\_\_ 21,812 employees in 2011.
5. Tetra Pak started in 1948 and first \_\_\_\_\_ packaging for milk.
6. Tetra Pak first plant \_\_\_\_\_ in Sweden.
7. Tetra Pak company \_\_\_\_\_ in packaging liquids for the food industry.
8. Tetra Pak's \_\_\_\_\_ is packaging liquids such as milk, juice and sauces.

Write sentences

<del>The machine</del>	This famous company		<i>can operate</i>	.....		<del>at higher speed.</del>	in the early 70s.
We	Our company	➔	.....	.....	➔	be the most competent in its field.	the workshop and see the artisan work on their art.

1. The machine can operate at higher speed.
2. We \_\_\_\_\_
3. This famous company \_\_\_\_\_
4. Our company \_\_\_\_\_

## READING 10 - 12 min

Put the sentences in the correct order. Number them 1 to 5.

- \_\_\_\_\_ We manufacture concentrates, beverage bases and syrups.
- \_\_\_\_\_ We own or license our brands and to establish and maintain communication with our customer we focus on marketing including online programs, retail store displays, sponsorships, contests and package designs.
- \_\_\_\_\_ After processing the products, we sell them to bottling companies.
- \_\_\_\_\_ We operate in 200 countries and offer more than 3,500 different beverages.
- 1 The Coca-Cola Company is the largest company producing beverages on the planet.

## SPEAKING 5 - 8 min

**Role Play: Touring your Company.**

You are leading tours in your company for visitors.

Use some of verbs/words indicated and follow the instructions in the table.

- |                |                      |
|----------------|----------------------|
| 1. was founded | 6. specialize in     |
| 2. provide     | 7. get the chance to |
| 3. make        | 8. invest            |
| 4. manufacture | 9. facilities        |
| 5. field       | 10. has grown to     |

HOST (student)	VISITOR (instructor)
1. Introduce yourself. 2. Make a short presentation of your company 3. Announce which area of the company, you'll visit (what is done there and who the visitor may see)	1. Introduce yourself. 2. Make a comment and ask a question. 3. Make a comment or ask a question.

## QUIZ 12 - 15 min

Complete with the correct word.

get the chance to - tour - specialized in - generate - facilities- operate

1. Nestlé \_\_\_\_\_ food and beverage including baby foods, water, cereals, chocolate, dairy, drinks and more.
2. You'll \_\_\_\_\_ visit the company headquarter in Switzerland.
3. Today, we'll \_\_\_\_\_ the site and have the opportunity to taste some products.
4. We \_\_\_\_\_ all over the world in each continent.
5. The company \_\_\_\_\_ millions of Euros of net profit.
6. The newest \_\_\_\_\_ are located in China. It is the most modern production line we have to date.

Complete the sentences.

- |                            |  |
|----------------------------|--|
| 1. <u>c</u> was founded in | a. Our _____ stores several tons of products.                                    |
| 2. _____ provide           | b. She hopes to find a job in the health _____.                                  |
| 3. _____ make              | c. Nestle _____ 1886 by a Swiss named Henri Nestlé.                              |
| 4. _____ warehouse         | d. This company _____ the sound equipment for the concert.                       |
| 5. _____ a field           | e. My company _____ organic cheese.  |
| 6. _____ has grown to      | f. This telecommunication company _____ offer more services for a cheaper price. |

The underlines words are not in the correct sentences. Place them in the appropriate sentence.

1. We are in the (a) agricultural field where all visitors are greeted.
2. Cleaning, selecting and packaging fruits and vegetables, we are in the (b).
3. The company (c) manufactures in packaging fragile shipment.
4. The (d) lobby of unit sold per month has increased.
5. The company designs, develops and (e) is specialized guitars.
6. Organic farms (f) amount only foods without chemical.