

## MEETING PEOPLE (1)

### Describing a company department and mission (05)

#### IN CONTEXT 3-5 min

**Check with a X the department present in your company.**

1. \_\_\_ Production
2. \_\_\_ Finance
3. \_\_\_ Marketing and sales
4. \_\_\_ Customer service
5. \_\_\_ Human Resource
6. \_\_\_ Research and development

**Read the mission below, what department is it?**

Provide support and service to clients or customers before, during and after a product or service is used.

## DESCRIBING A COMPANY DEPARTMENT 10-15 min

Mr Clark makes a presentation. He introduces himself and describes the department he works in.

"Hello! My name is Peter Clark. I'm from Elec. Industries. I'm the Director of the finance department.

The department's mission is organizing the company finance and managing the company accounting."

Observe the underline phrase in the dialogue. Match with the equivalent phrase in column B.

Column A	Column B
1. I'm from Elec. Industries.	a. The financial department
2. the Director of the finance department.	b. I work for
3. department's mission is	c. the Chief Financial Officer
	d. financial department is responsible for
	e. work in

Complete the text with the phrase from column B.

"Hello! My name is Josh Twain. \_\_\_\_\_ T-shirt Manufacturer. I \_\_\_\_\_ the financial department and I'm a \_\_\_\_\_ >

The \_\_\_\_\_ organizing the company finance and managing the company accounting.

### Describing a company department and mission

To describe a company department, you need first to tell what department you work in. To formulate the phrase, choose the department you are in from the list and use the phrase:

I work in the + *department*.

Examples:

I work in the human resources department.

I work in the accounting

I work in the logistics department

I work in the research and development department

## Describing the department's activity

To describe a department's activity or mission, use the verbs:

To examine

To manage

To administrate

To develop

To resolve

To optimize

To organize

Department	Mission
Operation department	activities to make a company functions
Accounting department	examines and analyzes financial transactions
Marketing and Sales department	manages promotion and sales
Administration department	manages paperwork
Logistics department	finds solution for transporting material and products
Information technology department	finds solution for employees' computers problems and optimizes circulation of information in a company
Research and development department	develops new products
Human resources department	administrates and manages employees

Example:

The operation department manages the activity of a company.

The administrative department manages the papers of a company.

The logistic department administrates the transportation of products.

The research and development department examines and develops new products or services.

The information technology department optimizes and resolves communication problems.

The human resources department administrates employees.

**READING 5-8 min**

**Match the department and situation**

Column A	Column B
1. Information Technology	a. Monthly sales statistics
2. Logistic	b. Employ a secretary
3. Administration	c. give password to employees to enter the company system
4. Human resources	d. refrigerated transportation
5. Accounting	e. create an internal form

**WRITING 3-5 min**

**Choose the correct answer.**

"Hello! I'm Henry Bond. I work for \_\_\_\_\_(Council Inc / public relation). I work in \_\_\_\_\_(accountant / the accounting) department and I'm an assistant. The department \_\_\_\_\_(is responsible for / the mission) \_\_\_\_\_(examining / examine) finance and \_\_\_\_\_(administrating / resolving) money."

**Correct the sentence.**

Example:

The research department manufactures products.

The production department manufactures products.

The logistic department administrates accounts.

The administrative department optimizes sales.

The operation department manages employees.

The marketing department organizes employees' event.

The accounting department develops sales.

The human resource department resolves clients' problems.

**SPEAKING 10-12 min**

**Complete with your personal information**

Department you work in	Department Activity/Mission

You are introducing yourself, the company you work at and the department you are in.

**Complete the introduction:**

Hello. I'm

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**You demonstrate a product. Read aloud the text:**

" \_\_\_\_\_ ! I'm \_\_\_\_\_. I \_\_\_\_\_ Pub Marketing Ltd. I work in the \_\_\_\_\_ department. I'm a product demonstrator.  
The \_\_\_\_\_ department is responsible for \_\_\_\_\_ promotional campaigns and \_\_\_\_\_ sales."

## QUIZ 10-15 min

### Observe the information:

Name: Rene Anderson

Profession: Store Manager

Company: Pacific Material

### Choose the correct answer:

Rene Anderson is in the public relation / market research / operation department.  
His department is responsible for resolving / managing / producing the activity of the business.

### Reorder the phrases:

1. sales. / is to optimize/ The sales / department's mission
2. department / The financial / taxation./ administrates
3. system. /organizes / control / The production department /
4. department / The information technology / to optimize communication. / develops system
5. The accounting department / financial operations./ manages
6. examines and / The product development department / analyzes products
7. problems / with clients. / The customer service department / resolves

### What department do they work in?

1. Mr. Richard Baldwin, President, BioFood.
2. Mrs Alice Campell, Financial Administrator, Telecommunication.
3. Mr. Alan Gold, operator, Alu Pro

### Read the texts and match the names, professions and company name (1. ; 2. ; 3.)

A) "Hello ! I'm \_\_\_\_\_. I'm work for \_\_\_\_\_ and I'm \_\_\_\_\_. I'm in the \_\_\_\_\_ department.  
The department is responsible for organizing the company finance."

B) "Hello ! My name is \_\_\_\_\_. I'm from \_\_\_\_\_. I'm the \_\_\_\_\_ of the \_\_\_\_\_ department.

The department's mission is managing and administrating all the departments of the company."

C) "Hello ! I'm \_\_\_\_\_. I'm work at \_\_\_\_\_. I'm in the \_\_\_\_\_ department.

The department is responsible for producing aluminum containers."