***ASSIGNMENT***

As a part of your final report or presentation, you will establish an imaginary company and present it at the end of the semester. The questions in this chapter are prepared to lead you through the process. Be ready to answer any questions concerning your business and based on the topics covered in this course.

Invent your own imaginary company/e-shop and describe its organizational structure:

1.      What is your company called?

2.      What does it do?

3.      What kind of public image do you have?

4.      How many people do you employ?

5.      Where are your headquarters?

6.      Do you have offices in other countries? If so, where?

7.     What are your most promising products?

8.     Are there any foreseen problems and how can you deal with them?

9.    Who is your target group? What sort of potential customers do you aim at?

The **presentation** in *groups of three* will take the form of a colloquium and will take place in the exam period (supposedly in January).

***QUESTIONS***

* **What are the most common collocations? Match the following:**

1. product a. teams

2. target b. objectives

3. borrowing c. lines

4. project d. units

5. delayering e. company

6. country f. process

7. business. g. markets

8. software. h. needs

9. company i. managers

* **Which department does which job?**

Human Resources:

Production:

Marketing:

Finance:

Sales, Financial Services, Quality, Training, Payroll, Production, Advertising, Accounts, Distribution, Maintenance, Marketing, Customer Service, Purchasing, Personnel, Packaging

* **Which department does the following tasks?**

Department: Training, Production, Marketing, Purchasing, Personnel, Packaging, Sales, Accounts, Payroll, Distribution, Customer Service, Financial Service, Quality, Advertising, Maintenance

1. puts the product into boxes?

2. pays wages and salaries?

3. plans how to promote products?

4. has systems to prevent mistakes?

5. looks after the equipment?

6. deals with complaints?

7. manufactures the products?

8. sends invoices to customers?

9. buys equipment?

10. arranges credit facilities?

11. helps staff develop new skills?

12. sends products to the customer?

13. buys media space?

14. recruits new staff?

15. sends representatives to visit customers?

* **Can you match the following collocations?**

1. come up a. to business

2. cut back b. for a promotion

3. get on c. for criticism

4. keep up d. to expectations

5. back out e. with a lot of hassle

6. put in f. with a solution

7. get down g. of an agreement

8. live up h. to the account department

9. come in i. with the latest development

10. put up j. on spending

\*EXTRAS

**The following link can be used to practice vocabulary and listening skills:**

<http://www.businessenglishonline.net/business-2/resources/videos/?video-id=510>

**PAST SIMPLE AND CONTINUOUS: UNIT 1.3 + PP. 118–119**

https://learnenglish.britishcouncil.org/english-grammar-reference/talking-about-past

https://learnenglish.britishcouncil.org/english-grammar-reference/past-simple

https://learnenglish.britishcouncil.org/english-grammar-reference/past-continuous