

UNIT 4

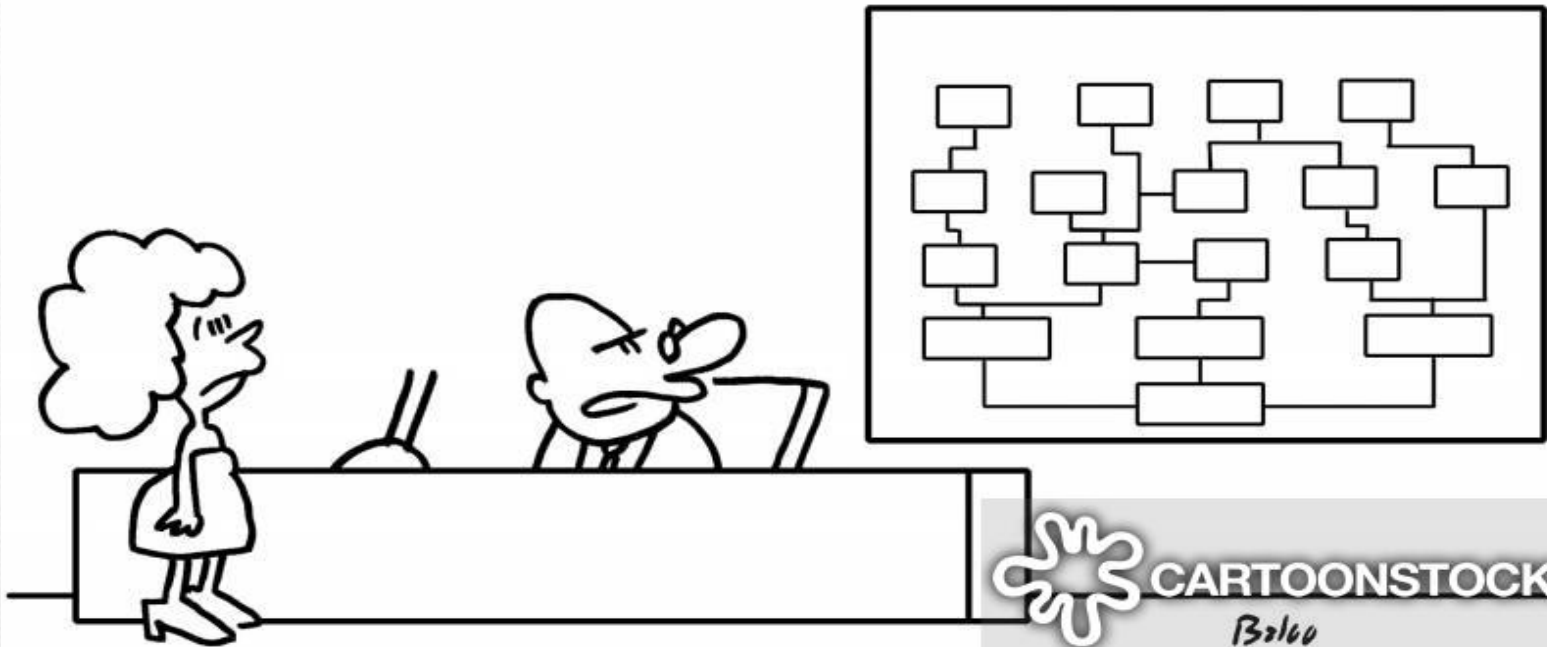
Organization

WORD FORMATION

- ORGANIZE / ORGANISE
- ORGANIZATION / ORGANISATION
 - ORGANIZER / ORGANISER
 - ORGANISED / ORGANIZED
- ORGANIZATIONAL / ORGANISATIONAL
 - ORGANIZATIONALLY / ORGANISATIONALLY

Why do companies have to be organized?

- *The five separate fingers are five independent units. Close them and the fist multiplies strength. This is organization.*
 - James Cash Penney, American businessman (1875-1971)



 **CARTOONSTOCK**
B3260

"No wonder we're losing money!
— This organizational chart is
upside down!"

Search ID: rman10079

Reading comprehension,
page 54

Before reading...

Match and explain the following terms:

- | | | |
|-----------------|----|-----------------|
| 1. chain | a) | department |
| 2. division | b) | of directors |
| 3. research | c) | manager |
| 4. board | d) | structure |
| 5. personnel | e) | and development |
| 6. hierarchical | f) | director |
| 7. managing | g) | of labor |
| 8. general | h) | of command |
-

- **Chain of command:** the levels of authority that dictates who is in charge of whom

- **Division of labor**

- **Research and development**
 - **Board of directors**
 - **Personnel department**
 - **Hierarchical structure**
- **Managing director = General manager**

Let's explain the following words:

efficiently –working or operating in an organized, quick, and effective way

outline, v./n. –lay out / layout

separate into –divide into

facilitate –make easier

repetitive – repeated, monotonous

lay down (rules) – set, determine

competence – ability, capability

responsibility – duty, obligation

pervade – penetrate

assign (a role) – appoint

contemporary – present, current

various – different

be entitled to – authorize, allow

managerial – organizational

allocate – distribute (resources or duties) for a particular purpose

staffing - providing staff to an organization

subsidiary – a company controlled by a holding company

task-oriented – focused on completing certain task

- **to purchase** - to buy
 - **welfare** – the health, happiness, and fortunes of a person or group
-

- **Find the opposites in the text:**

- **Superiority** – Subordination
- **Bottom-up** -Top-down

Words for describing hierarchies...

-
- divide INTO
 - consist OF
 - superior/ subordinate TO
 - report TO
 - AT the top / bottom of
 - responsible FOR / TO
 - cooperate WITH
 - in charge OF

Reading Comprehension Check

Decide if the following statements are true (T) or false (F) according to the text. Correct the false ones.

1. Organization is the most significant factor of every production enterprise. **F**
2. Adam Smith is responsible for the growth and expansion of enterprises. **F**
3. Organizational structures of modern companies have their origins in the division of labor. **T**
4. Subsidiaries are synonymous to international divisions. **F**
5. Each department of a company is oriented towards performing a specific group of tasks. **T**

Use the words from the box to
form common collocations.

*set save fit lay down bring establish lay suit
outline division estimate facilitate fragmentation include*

- To _____ costs and output
- To _____ some basic rules
- To _____ chain of command
- To _____ specific needs of companies
- To _____ the specific needs,
- To _____ the following activities
- To _____ an emphasis on
- To _____ the advantages of organized production
- To _____ some rules
- The _____ of labor
- The _____ of processes into simple operations
- To _____ many benefits
- To _____ time and tools,
- To _____ learning

Page 55, ex. I

Page 55, ex. I - key

- appraisal
- unemployment
- accomplishments
- efficiency
- productive

Page 56, ex. III

Page 56, ex. III - key

- 1) Personnel
- 2) Staff
- 3) Expanded
- 4) Wage, salary
- 5) Subordinate
- 6) Efficient
- 7) Assigned
- 8) Top-level
- 9) Directors, policy
- 10) chairperson

p. 57, ex. IV - Match the synonyms:

1. to facilitate c	a. to give
2. to purchase j	b. to keep up
3. to outline i	c. to make easier
4. to maintain b	d. to achieve
5. to emphasize h	e. to distribute, give out
6. to accomplish d	f. to engage, hire
7. recruit f	g. to put into practice
8. provide a	h. to stress
9. to allocate e	i. to summarize
10. to implement g	j. to buy

Page 57, ex. IV

key

1. Purchased / bought
2. Accomplish / achieve
3. Maintain / keep up
4. Facilitated / made easier
5. Emphasized / stressed
6. Recruited / hired
7. Allocated / distributed / given out
8. Provides / gives
9. Outlined / summarized
10. Implement / put into practice

**Provide nouns derived from the verbs in
the left column (p. 57, ex. IV).**

- (1) facilitation,
- (2) purchase,
- (3) outline,
- (4) maintenance,
- (5) emphasis,
- (6) accomplishment,
- (7) recruitment,
- (8) provision,
- (9) allocation,
- (10) implementation.

VOCABULARY EXTENSION

Underline the correct option:

1. The collective word for all the company's property is called assets / liability / shares.
2. The money you take from a bank for an interest is called a lend / loan / retail.
3. The total amount of sales in a year is called the turnover / expenditure / profit return / turnover.
4. Liabilities / Costs / Debits are money that the company owes.
5. Bonus / Share / Tax is something that the government collects to cover state budget.
6. Interest / Inflation / Discount is the cost of borrowing money.
7. You buy dividends / shares / stocks / exchange when you want to invest in a company.
8. You make a money / loss / export when you sell things for less than they cost you to make.
9. Cigarette tax is an important source of earnings / revenue / income for the government.
10. Revenue / Income / Inflation is often lower in rural areas.

Cross out the item that does not normally go with the key word:

- *bring (in) / make / ~~lend~~ / generate A PROFIT*
- *reduce / cut / ~~gain~~ / raise EXPENDITURE*
- *boost / have / report / ~~make~~ EARNINGS*
- *~~cost~~ / increase / bring in / yield REVENUE*
- *cut / ~~get~~ / reduce / control COSTS*
- *cut / reduce / ~~diversify~~ / pay OVERHEADS*

IV Match the sentence halves:

1. Our company is an ideal environment for you to reach... c	a.capital to start-ups and other companies in early stage of their corporate development.
2. Virginia Capital's venture capital funds provide... a	b. into administrative, academic and research departments.
3. A multinational corporation consists... f	c. your full potential and realize your ambitions.
4. The University's organization is divided... b	d. performed by children.
5. Globalization has brought huge overall... e	e. benefits, but not to all world countries equally.
6. The purpose of this booklet is to formally set.... g	f. of its headquarters and geographically dispersed subsidiaries.
7. The Labor Act contains provisions that regulate work... d	g. the rules that define the structure and control the operation of an enterprise

Draw and describe the structural levels of
an organization you are familiar with:

- a school,
- university,
 - café,
- restaurant.

Keep your description simple.