NAME

2A Match the words and phrases in the box with the definitions.

bureaucracy	centralised	decentralised	hierarchy	innovative	promotion

1 a move to a more important job in a company or organisation
2 new, different and better than before
3 a system of organisation in which people are divided into levels of importance
4 a complicated official system that has a lot of rules and processes
5 organised the control of an organisation so that everything is done or decided in one place
6 moved parts of an organisation, etc. from a central place to several different smaller ones

4 1.01 **Listen to the radio discussion with Janet Wood, an organisation consultant. Check your answers in Exercise 3.**

5 Listen again and decide if these sentences are *true* (T) or *false* (F). Correct the incorrect sentences.

1 Organisations with tall structures can change and innovate fast.
2 Bob and Genevieve Gore started their company in the 1960s.
3 Employees voted to decide who should be the CEO of Gore.
4 'Holacracy' is a system without traditional managers.
5 All the functions at Zappos are now done by teams.
6 The transition at Zappos will take a few months to complete.

6 Choose the correct option. Listen to the discussion again if necessary.

1 Janet Wood seems
   a critical of hierarchies.
   b positive about hierarchies.
   c sceptical about flat structures.
2 Which statement about W. L. Gore is true?
   a Employees work in teams of 30.
   b Staff are called associates.
   c Nobody in the company has a job title.
3 Which statement about Zappos is true?
   a The company started two years ago.
   b Staff work in about 500 teams called circles.
   c The lead link of a circle decides what everyone does.
4 What do W. L. Gore and Zappos have in common?
   a Senior executives are elected by the employees.
   b Any member of staff can start a new project team.
   c Staff decide their own roles in a team.

Grammar Future forms

1 Match the sentences to the uses.

1 a personal intention ___ ___
2 a plan/arrangement ___ ___
3 a prediction ___ ___
4 a scheduled event ___ ___

a It's going to be an informative talk, I'm sure.
b Carlotta is speaking at the conference.
c I'm sure that you are all going to do your best to make this a success.
d I'm meeting the Sales Director on Friday.
e I'm going on holiday next week.
f Marcelina is going to be out of the office until Thursday next week.
g Freidrick is going to oversee the expansion himself.
h Toni will give the presentation tomorrow.

2 Put the words in the correct order to complete the sentences.

1 Tuesday / in / won't / be / I / on / the / office

_____

2 later / are / meeting / going / you / to / the / ?

_____

3 next / we're / conference / visiting / centre / week / the

_____

4 Lamar / promotion / I / is / get / soon / to / going / think / a

_____

5 Monday / we / have / leave / early / to / on / don't

_____

6 weather / flight / won't / our / leave / on time / in / this

_____

7 Faiza / chair / on / will / the / Thursday / meeting

_____

8 conference / isn't / to / going / until / the / finish / late

_____

3 Complete the email with the correct form of the verbs in brackets.

Hi Kim,

Carla [1]_____ (go) to the conference in Stockholm with Juan, who [2]_____ (drive) there. However, I [3]_____ (have) an appointment in the morning, so I'm going to drive down afterwards. Unfortunately, the traffic [4]_____ (be) heavy around lunchtime, but I hope to get there by 12.30 p.m. The first seminar [5]_____ (start) at 1 p.m. so that should be fine.

[6]_____ (you/come) with me or Carla? We [7]_____ (have) a meeting in-house in the afternoon, so you can let me know then.

See you soon,

Christoph

Writing Emails – Organising information

1 Complete the letter with the words in the box.

questions	further	hesitate	Madam	after	sincerely	inform

Dear Sir / [1] _____,

I am writing to [2] _____ you of where we are in the process of selling your house. [3] _____ to our conversation, I confirm that the contract for the sale of your house has been sent to the buyers. We expect the signed contract to be returned by the end of the week.

[4] _____ that, you will need to vacate the property and hand over the keys by Saturday 28th. Please do not [5] _____ to contact me if you have any [6] _____ regarding the sale.

Yours [7] _____,

Daniel Marston

2 Amalia is writing to her manager, Eleni, to ask questions about a conference. Put the paragraphs in the correct order.

To: Eleni Papageorgiou

From: Amalia Esposito

Subject: Digital Marketing conference

Hi Eleni,

1 ___ (A) Next, are we going by train or are we car-sharing, please?

2 ___ (B) First of all, could you let me know how many of my colleagues are going to the conference?

3 ___ (C) I hope everything goes well, and that there will be information that we can apply to our own operation.

4 ___ (D) Sorry to bother you, but I have a few questions about the upcoming conference on Digital Marketing.

5 ___ (E) Finally, can you tell me which workshops you would like me to prioritise, as there are several scheduled for the same time.

Best wishes,

Amalia

3 Write a reply of about 80 words to the email in Exercise 2.

- Begin and end appropriately.
- Say why you are writing.
- Order the information (in the order of the questions).
- Use the Present Simple and Present Continuous where possible.