



- Do you know yourself well? What are your weaknesses and strengths? What do you think you are good at?
- What jobs look appealing to you?
- Where do you see yourself in five/ten years?



### VOCABULARY

1. Look through the words given in the first column. Explain their meanings. Think of some staff representatives of the other area and complete the table.

#### Educational establishment

dean, lecturer, tutor, PhD, professor, principal, teacher

#### Company Office

2. Company structure consists of different departments which involve various posts. Match the positions to their definitions.

- |                                   |   |
|-----------------------------------|---|
| 1) <i>President</i>               | a) a group of people chosen to establish policy for and control a company   |
| 2) <i>Chief Executive Officer</i> | b) any of several executive officers, each responsible for a separate division  |
| 3) <i>Vice President</i>          | c) a person managing the affairs of a corporation   |
| 4) <i>shareholder</i>             | d) a person responsible for day-to-day running of a department  |
| 5) <i>board of directors</i>      | e) a person who heads a Board of Directors; head of a company   |
| 6) <i>chairman</i>                | f) a person who is appointed to undertake the duties of a senior manager in the his absence                                     |
| 7) <i>director</i>                | g) a member of the board of directors   |
| 8) <i>manager</i>                 | h) a person who holds or owns shares in or a part of a company or corporation   |
| 9) <i>personal assistant</i>      | i) head of a company  |
| 10) <i>graduate trainee</i>       | j) an official employee of the firm who is being trained to the job he/she was hired for after having graduated from university |
| 11) <i>deputy</i>                 | k) a secretary or administrative assistant working exclusively for one particular person  |

3. Use the words and phrases below to complete the functions different individuals perform within their position in a company.

*run the company / report to / be in charge of / cooperate with / job title / delegate work / senior management / line manager*

The Chief Executive Officer (CEO) 1) \_\_\_\_\_. The level below CEO is Chief ... Officer, for example Chief Financial Officer (CFO), who is part of the 2) \_\_\_\_\_ team. The CFO 3) \_\_\_\_\_ the CEO (= has the CEO as their boss). The CFO 4) \_\_\_\_\_ (= responsible for) all the financial sides of the business. The next level down might be country level for a large international organization, or departmental level. A job title here might be Sales Director or Head of Sales or VP (= Vice President) Sales. The Sales Director for Sweden 5) \_\_\_\_\_ closely (= talks to in order to work better with) the Chief Marketing Officer at Head Office. Below this are people with 6) \_\_\_\_\_ like Manager, Officer, Coordinator, and etc. The words Assistant or Deputy may also occur at any level. I'm the Business Development Officer for Sweden. My 7) \_\_\_\_\_ (= person directly above me, who I report to) is the Sales Director. The Sales Director 8) \_\_\_\_\_ (= gives) a lot of the tasks \_\_\_\_\_.