

Conversational English Course for Business Purposes

Class #4: Company Structure and Departments

Reading Task



Part I.

Instructions:

1. Go over Zoho or WhatsApp.
2. **Download** the document entitled "**Business Class #4.**"
3. **Read** the vocabulary about **hierarchy of a company.**
4. **Answer** the questions below:

1. What is the position for the founder of a company?

2. Who works at the Management Level?
Describe what they do.

3. What does a Sales Representative do?

4. What department is in charge of hiring new talent?



Part II.

Instructions:

1. Read the vocabulary about hierarchy of a company.
2. Think about the company you work for.
3. Answer the questions below:

1. Who do you call when your client has a problem online?

2. When you have a problem with a coworker, what department can help you solve the problem?

3. What does a financial consultant do?

4. Who manages investment portfolios for clients?

5. Who helps customers with their loans, lines of credit, and treasury services?

6. Why are customer service representatives important for a company?