

Unit 3 Companies



Vocabulary: **Companies**
 Language: **Present simple negative, question and short answer**
 Career skills: **Company information**
 Writing: **Completing a form**

Language check

Osawa makes electrical products in its factory in Shanghai and then it sells the products on the internet. The company employs one hundred and fifty people. Osawa has offices in China and the UK.

1 Look at the text and make negative sentences.

- 1 Osawa makes clothes. Osawa doesn't make clothes.
- 2 It has a factory in Shenzhen.

- 3 The company buys products on the internet.

- 4 Osawa employs two hundred people.

- 5 The company builds offices in the USA.

2 Use the prompts to write questions.

- 1 What / the company called?
What is the company called? Osawa.
- 2 What / Osawa / manufacture?
_____ It manufactures electrical products.
- 3 Osawa / sell / its products in shops?
_____ No, it doesn't.
- 4 How many people / the company / employ?
_____ One hundred and fifty.
- 5 Where / Osawa / have offices?
_____ China and the UK.

3 Choose the correct word a-d to complete the sentences.

- 1 Do Kenrich and Co make office equipment?
a make b sales c product d manufacturing
- 2 No, Kenrich and Co _____ make office equipment.
a isn't b don't c not d aren't
- 3 Clive Davis is _____ new CEO of Mansfield Plastics.
a a b an c the d his
- 4 Mr Davis _____ usually work at the weekend.
a is b isn't c doesn't d hasn't
- 5 _____ is your company based?
a When b How c What d Where

Reading

1 Read the article. Which of these sentences summarises it best?

- 1 Do a job in the service industry.
- 2 Computers do all jobs.
- 3 Information technology changes companies and jobs.

2 Read the article again and find examples of the following.

- 1 service jobs
- 2 professions
- 3 manual work

3 Are these statements true or false?

- 1 More people do manual work today than a hundred years ago. *False*
- 2 The law is a manual job.
- 3 All companies use robots to manufacture products.
- 4 People are good at some jobs and computers are good at some jobs.
- 5 It is possible for companies to contact employees at any time.

The Economist

Jobs

Changes at work



Are modern companies different to companies in the past? One difference is the type of work that people do. Today, not so many people do manual work (e.g. factory work, farm labouring, mining) as a century ago. Many people continue to do simple jobs in the service industry – as waiters or cleaners, perhaps. But more people now work in the professions, e.g. management, teaching, medicine, engineering and the law.

A big change in companies and jobs is the use of information technology. Now employees use computers to do a lot of the administrative jobs in companies. Computers can do the simple part of many jobs. For example, factories often use robots to make products. But

people are better than computers at difficult jobs like helping an ill person or designing a new aircraft.

Modern companies use information technology to communicate with customers and suppliers in different countries. IT also helps communication inside a company – it is possible for a team to organise a video conference with members in different countries.

Information technology also changes the way that people work. It helps companies to organise work in a more flexible way. Now, companies can contact their workers day and night, and some employees can work at home if they want to.

Listening 1 🎧

Write these numbers as words. Listen and check. Then listen again and repeat.

- | | |
|-----|-------------------------|
| 0 | _____ <i>zero</i> _____ |
| 19 | _____ |
| 21 | _____ |
| 36 | _____ |
| 45 | _____ |
| 57 | _____ |
| 63 | _____ |
| 78 | _____ |
| 87 | _____ |
| 90 | _____ |
| 101 | _____ |
| 146 | _____ |
| 199 | _____ |
| 210 | _____ |
| 360 | _____ |

Listening 2 🎧

Listen and write the numbers in the sentences.

- 1 There are _____ *130* _____ employees in our company.
- 2 We have offices in _____ countries.
- 3 CKG has _____ workers in its factory in Bulgaria.
- 4 They don't have _____ printers in the shop.
- 5 Carlman sells products in _____ countries.
- 6 We have _____ new products on our website.

Vocabulary

Choose the correct words a–d below to complete the text.

The AAP Group has companies in the manufacturing, retail and service ¹ sectors. Its factory is in Belgium and it ² _____ office equipment. The company sells the products in ³ _____ outlets in Europe. The company has offices in six countries, but the ⁴ _____ are in Brussels. AAP also has hotels and conference centres in Asia. The ⁵ _____ are always modern and are popular with business people.

- | | | | |
|------------------|----------------|-----------------|---------------|
| 1 a places | b positions | c sectors | d locations |
| 2 a manufacturer | b manufactures | c manufacturing | d manufacture |
| 3 a sell | b shop | c store | d retail |
| 4 a headquarters | b main | c bank | d house |
| 5 a build | b builds | c builders | d buildings |

Listening 3

1 Listen to the conversation and choose the correct answer a-c.

- 1 How does the man ask Anja Baca to repeat information?
 - a What did you say?
 - b Say it again, please.
 - c Could you say that again, please?
- 2 The man is a ...
 - a receptionist.
 - b manager.
 - c director.
- 3 The speakers are at a ...
 - a training course.
 - b conference.
 - c presentation.

2 Listen again and complete the form.

Registration form

Name: Anja Baca
 Company name: ¹ FPJ Industries
 Sector: ² manufacturing / retail / service
 Company activities: ³ trains people to use a _____
 Size of company: ⁴ big / small
 Number of employees: ⁵ _____
 Based in: ⁶ _____, Slovenia
 Offices in: ⁷ _____ and Britain.

Writing

1 Look at the information and complete the form.

Connect 400 is a service company. It organises exhibitions. The company headquarters are in Taiwan. It has three hundred and fifty employees. It has offices in Asia and Europe.

- 1 Company name: *Connect 400*
- 2 Number of employees: _____
- 3 Sector: _____
- 4 Based in: _____
- 5 Offices: _____

2 Look at the form and complete the information.

Company name: Lemtec
 Number of employees: 212
 Sector: manufacturing / retail / service
 Activities: sells computer games
 Based in: Cambridge, UK (headquarters)
 Retail outlets: Spain, Japan, the USA

Lemtec is a ¹ retail company. It ² _____ computer games. It has 212 ³ _____. The company ⁴ _____ are in Cambridge in the UK. It has ⁵ _____ outlets in Spain, ⁶ _____ and the USA.

3 Write some information (20-40 words) about a company that you know. Then compare your answer with the suggested answer on page 92.