

Name:

Section:

Academic number:

Lead In

- Think about a company

1. What is the name of the company?.....
2. What does it do? ?.....
3. Where is it? ?.....
4. Is it international or local? ?.....

Reading**Types of Companies in India**

A **company** is a group of people who form a business. It is a separate legal entity from its owners. This means that the company can own property, make contracts, and take legal action in its own name.

There are different types of companies in India.

1. Companies Based on Size**Public Company**

A **public company** can offer its shares to the public and raise money through the stock market.

Private Company

A **private company** cannot freely sell its shares to the public. It can raise money through private investment.

There are two types of private companies:

- **Small Company:** A company with a small amount of capital and turnover, within the limits set by law.
- **One Person Company (OPC):** A company owned by only one person. This type of company was introduced under the Companies Act, 2013.

2. Companies Based on Liability**Limited by Shares**

Members are responsible only for the unpaid amount on the shares they own.

Limited by Guarantee

Members agree to pay a specific amount if the company is closed.

Unlimited Company

Members may have to use their personal assets to pay the company's debts.

3. Companies Based on Control**Holding Company**

A company that controls another company, usually by owning more than half of its shares.

Subsidiary Company

A company that is controlled by another company is called a subsidiary company.

Associate Company

A company in which another company owns more than 20% of the shares.

4. Companies Based on Stock**Listed Company**

A company whose shares are traded on a stock exchange.

Unlisted Company

A company whose shares are not traded on a stock exchange.

5. Other Types of Companies

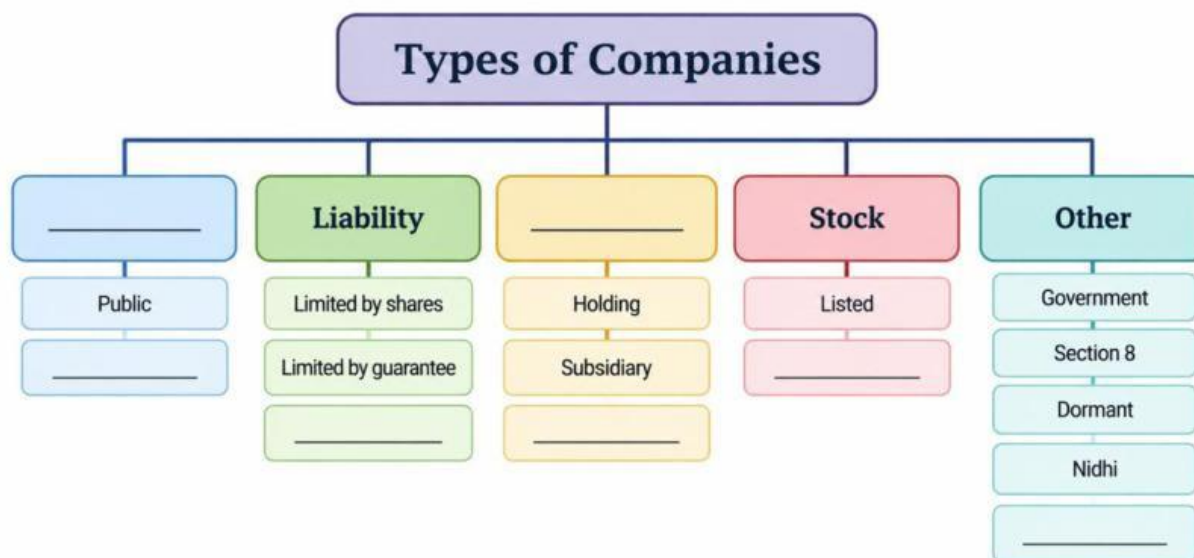
- **Government Company:** A company in which the Central or State Government owns at least 51% of the shares.

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- **Foreign Company:** A company formed outside India but doing business in India.
- **Section 8 Company:** A non-profit company that works for areas such as education, science, sports, social welfare, or environmental protection.
- **Nidhi Company:** A company that allows its members to save, borrow, and lend money among themselves.
- **Dormant Company:** A company that is not currently active or doing business.

Read the texts and complete the information.

Complete the company types based in the reading:



Vocabulary:

Business terms

Match the term with its meaning:

Terms	Arabic translation	Meaning	Matching term
1.Benefit (n)		large printed sheet of paper, often illustrated, used to advertise a product, event etc..	
2.Click (n)		coins or bank notes (not cheques); 2 actual money paid (not credit).	
3.Feature (n)		department responsible for finding customers and making sales.	
4.Poster (n)		the place where visitors and clients report on arrival at a company.	

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5.Promote (v)		objective; what one is aiming at .	
6.Target (n)		additional pay given to an employee as a reward.	
7.Manager (n)		(in advertising) the act of pressing a mouse or touch screen on a display ad to visit the advertiser's website.	
8.sales department (n)		special characteristic of a product, usually leading to certain benefits.	
9.Agreement (n)		an arrangement made between people, companies, countries etc; contract.	
10.Bonus (n)		a formal meeting in which a person applying for a job, a course, a visa etc is questioned - also v.	
11.Employer (n)		person or firm who employs people - employee n. person employed.	
12.Interview (n-v)		chance or possibility of injury, loss etc 2 person or thing causing risk.	
13.Promotion (n)		any person who buys anything 2 a person employed by a firm to buy.	
14.Retire (v)		person responsible for day-to-day running of a business or company department.	
15.Salary (n)		money earned each time you sell a product.	
16.Staff (n)		the people who work for a firm or a particular department; employees.	
17.Commission (n)		to leave employment. because of old age - retirement n.	
18.Premium (n)		person dealing with cash transactions in a bank, store etc	
19.Risk (n)		a formal agreement, usually in writing, between two or more parties.	
20.Sponsor (n-v)		firm supporting an organization in return for advertising space and brand recognition.	
21.Contract (n)		something made and usually for sale - to produce v. seeservice.	
22.Bill (n)		a banknote; a piece of paper money.	
23.Cash (n)		advancement to a higher position or better-paid job - to promote v.	
24.Cashier (n)		a fixed, regular payment, usually monthly, made by an employer to an employee.	
25.Buyer (n)		to (try to) increase sales of a product by publicizing and advertising it.	
26.Customer (n)		work done usually in return for payment - to serve v. see product.	
27.Product (n)		a person who buys goods or services from a shop or business.	
28.Service (n)		advantage of a product or service, usually derived from its features.	
29.Reception (n)		payment, usually monthly, yearly etc, for an insurance policy.	

Drag and drop with the words in the box:

staff	retire	poster	cashier	manager	employer	contract	customer
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1.the people who work for a firm or a particular department; employees.
2.person or firm who employs people
3. a person who buys goods or services from a shop or business.
4.to leave employment
5.person responsible for day-to-day running of a business.
6.person dealing with cash transactions in a bank, store etc
7.large printed sheet of paper
8. a formal agreement, usually in writing, between two or more parties.

Grammar

Passive form:

Active: the subject does the action

Passive: the subject receives the action

Shakespeare	wrote	Hamlet.	
Hamlet	was written	by	Shakespeare.

See how the **object** of the active verb becomes the **subject** of the passive verb:

	subject	verb	object
active	Everybody	drinks	water.
passive	Water	is drunk	by everybody.

The basic structure of a **passive** clause is very simple:

verb to be + past participle

subject	+	auxiliary verb be	+	main verb past participle	+	by	+	agent
					optional			

Note: The main verb is always the past participle.

Example:

(+) She is employed by Apple.

(-) She isn't employed by Apple.

(?) Is she employed by Apple?

When and why do we use passive voice?

1. we want to emphasize the receiver of the action:

Example:

President Kennedy was killed by Lee Harvey Oswald.

2. we don't know who did the action

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Example: My wallet has been stolen.

3. we think who did the action is not important or interesting

Example:

Our house is being painted.

Tense	Active (V + ed) = regular (V + without ed) = irregular	Passive Verb to be + Past participle (was – were) + Past participle
Past simple	He caught the thief.	The thief was caught by him.
	She caught the thief.	The thief was caught by her.
	It drank a milk.	The Milk was drunk by it.
	Peter caught the thief.	The thief was caught by Peter.
	Jane caught the thief.	The thief was caught by Jane.
	They caught the thief.	The thief was caught by them.
	We caught the thief.	The thief was caught by us.
	You caught the thief.	The thief was caught by you.
	Peter and Jane caught the thief.	The thief was caught by Peter and Jane.
	I caught the thief.	The thief was caught by me.

Tense	Active (V + S) (V + without S)	Passive Verb to be + Past participle (am – is – are) + Past participle
Present simple	He speaks English in China.	English is spoken by him in China.
	She speaks English in China.	English is spoken by her in China.
	It drinks a milk.	The Milk is drunk by it.
	Peter speaks English in China.	English is spoken by Peter in China.
	Jane speaks English in China.	English is spoken by Jane in China.
	They speak English in China.	English is spoken by them in China.
	We speak English in China.	English is spoken by us in China.
	You speak English in China.	English is spoken by you in China.
	Peter and Jane speak English in China.	English is spoken by Peter and Jane in China.
	I speak English in China.	English is spoken by me in China.

Tense	Active Verb to be + V-ing (am - is - are) + V-ing	Passive Verb to be + being+ Past participle (am - is - are) + being + Past participle
Present Continues	He is buying a car.	The car is being bought by him.
	She is buying a car.	The car is being bought by her.
	It is drinking a milk.	The Milk is being drunk by it.
	Peter is buying a car.	The car is being bought by Peter.
	Jane is buying a car.	The car is being bought by Jane.
	They are buying a car.	The car is being bought by them.
	We are buying a car.	The car is being bought by us.
	You are buying a car.	The car is being bought by you.
	Peter and Jane are buying a car.	The car is being bought by Peter and Jane.
	I am buying a car.	The car is being bought by me.

Choose the write answer:

- 1- A cake (is made - are made) by me.
- 2- The thief (were caught - was caught) by the police.
- 3- My car was (stole - steal – stolen) last night.
- 4- All the computers (are - is - am) checked before they leave the factory.
- 5- The cafeteria is (cleaned - clean) by Jane.
- 6- He is (being hired - hired - be hired)to work at McDonald's.
- 7- Our house (is being - is painted) by decorators.
- 8- 3,000 people (are killed - is killed) by a hurricane.
- 9- The clothes (were - was) bought by my mother.
- 10- Hamlet was (write – wrote - written) by Shakespeare.

Rewrite the sentence in passive voice:

1. John collects money.
.....
2. A burglar broke the window.
.....
3. She is helping my sister.
.....
4. Anna opened the window.
.....
5. He sheep ate a lot.
.....
6. The postman delivers letters.
.....
7. The girl kicks the ball.
.....
8. My mum loves me.
.....

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Are these sentences (active or passive):

1. Guernica was painted by Picasso . **Active** **passive**
 2. The doctor talked to him. **Active** **passive**
 3. My parents gave me a present **Active** **passive**
 4. Olive oil is made from olives. **Active** **passive**
 5. A comet was seen for a long time. **Active** **passive**
 6. Somebody told a story. **Active** **passive**
 7. The dog was walked every day. **Active** **passive**
 8. My towel was used by Sam. **Active** **passive**
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Listening

Angry Customer https://www.youtube.com/watch?v=HiR3312_wyA&t=4s

Listen, then decide if these sentences are true or false.

- 1- Peter calls at morning. **True** **False**
 - 2- The gift is his sister's graduation today. **True** **False**
 - 3- This is his second time following up on his order. **True** **False**
 - 4- He wants repayment . **True** **False**
 - 5- Peter ordered one week in advance . **True** **False**
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Writing

What Is a Company Profile?

A company profile is your brand's professional introduction to your audience. It's meant to inform visitors and prospects on your products, services, and current positioning in the market.

- What to Include in Your Company Profile?

It's important to include info that falls under these three main umbrellas in order to make sure you're sharing enough valuable information:

1. Business Details

These are the basic facts of your company, like contact info and a brief overview of the business:

- Company name
- Location addresses
- Phone numbers
- Email

2. Company Details

This is where you can get a bit more detailed in who your company is and what it stands for:

- Mission statement/vision
- Established date
- Description of what you do (products and/or services)
- Brief overview of history, growth, and development
- Client portfolio

3. Industry Recognition

If you're looking to prove your worth, then don't be afraid to flash your feathers a bit. Share anything noteworthy that your company has accomplished or received:

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-Certifications

-Testimonials

-Awards

-Partnerships

-Media/news recognition

Company profile template:

You can use the following template to create a basic company profile:

[Company name]

[Company website]

Contact: [Contact name] | [Contact phone number] | [Contact email address]

Mission statement: [Mission statement]

About us: [Paragraph that describes the founding, history and other facts about the company]

Our team: [Description of top-level employees and employee demographics]

Our products/services: [Description of products and services]

Financial information: [Description of the company's financial goals and performance]

Awards and recognition: [List of awards and certifications]

Testimonials:

[Quote from customer or employee] — [Name], [Title]

[Quote from customer or employee] — [Name], [Title]

[Quote from customer or employee] — [Name], [Title]

Phonics, Pronunciation or Stress

Compound Nouns

A compound noun is a noun that is made with two or more words.

There are three forms for compound nouns:

1. open or spaced - space between words

Example: (tennis shoe)

2. hyphenated - hyphen between words

Example: (six-pack)

3. closed or solid - no space or hyphen between words

Example: (bedroom)

- Compound nouns tend to have more stress on the first word.

- Stress is important in compound nouns. For example, it helps us know if somebody said "a GREEN HOUSE" (a house which is painted green) or "a GREENhouse" (a building made of glass for growing plants inside).

3+ syllable compound nouns:

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If the first word of a compound noun is more than one syllable in length, the normally stressed syllable of the first word is the most stressed syllable of the entire compound.

Choose the word that makes each of these nouns into a

1. Fund (driver - seat - raiser)
2. News (paper - story - travels)
3. Sun (day- glasses - heat)
4. Child (hood - ren - play)
5. Door (frame - handle - way)