

COMPANY STRUCTURE & REPORTING LINES

Professional Business English Exercises: Corporate Hierarchy, Department Functions & Prepositions

TARGET STRUCTURES & VOCABULARY

report to work for work in deal with be responsible for be under / fall under head up / lead be in charge of

1 ORGANIZATIONAL CHART: APEX CLOUD SOLUTIONS



2 STRUCTURE & HIERARCHY QUESTIONS

1. What is the reporting relationship between the Chief Technology Officer (CTO) and the CEO? (Use: report to)

2. Which sub-teams sit directly beneath the Cloud & System Security department? (Use: fall under / be under)

3. Who manages and leads the Software Engineering division? (Use: head up / lead)

4. To whom does the Head of Human Resources account for their performance? (Use: answer to)

3 WHICH DEPARTMENT HANDLES THIS?

Read each corporate scenario and write the name of the department responsible for handling the task.

1. "We need to recruit three senior DevOps engineers and prepare their employment contracts." _____

2. "An enterprise client wants to negotiate purchase terms for 500 software user licenses." _____

3. "We need to buy 40 new rack servers and negotiate bulk pricing with hardware suppliers." _____

4. "Our engineers are testing an experimental machine learning prototype for next year's product." _____

5. "The company needs to process monthly staff salaries and audit internal accounting records." _____

4 DEPARTMENT DEFINITIONS (PRESENT SIMPLE)

Complete the department definitions using the correct **Present Simple** form of appropriate verbs (e.g., *hires, fires, manages, buys, invents, sells, processes*).

Human Resources (HR): HR _____ (hire) and _____ (fire) staff, _____ (manage) employee contracts, and _____ (organize) training programs.

Research & Development (R&D): R&D _____ (invent) new technologies, _____ (test) software prototypes, and _____ (design) innovative products.

Purchasing / Procurement: Purchasing _____ (buy) hardware equipment and _____ (negotiate) supply terms with external vendors.

Sales & Marketing: The Sales department _____ (contact) prospective enterprise clients, _____ (sell) cloud services, and _____ (generate) corporate revenue.

Accounts & Finance: Accounts _____ (manage) company capital, _____ (process) client invoices, and _____ (pay) monthly employee salaries.

5 PREPOSITIONS PRACTICE

TARGET PHRASES

report to • work for • work in • deal with • be responsible for

1. Sarah is a Senior Systems Architect; she _____ the Infrastructure Department at a software firm.

2. Our technical helpdesk team has to _____ urgent user support tickets and server outages every day.

3. As a Cyber Security Specialist, Alex _____ monitoring firewalls and preventing data breaches.

4. All junior software developers in this division must _____ the Lead System Architect.

5. They are very proud because they _____ a major multinational tech enterprise.

6 COMPLETE THE COMPANY DESCRIPTION

WORD BANK (CHANGE VERB FORM/TENSE WHERE REQUIRED)

report to • head up • be under • be in charge of • fall under • answer to
• be responsible for • oversee

At Apex Cloud Solutions, top-level corporate strategy is determined by the Chief Executive Officer, who (1) _____ the overall business operations. Three senior C-level executives—the CTO, CFO, and COO—sit directly beneath the Chief Executive and (2) _____ them during quarterly performance reviews.

The entire technical division (3) _____ the authority of the Chief Technology Officer. Within this arm, the VP of Software Engineering (4) _____ the software development teams, whereas the IT Director (5) _____ maintaining network security and cloud server uptime.

On the administrative side, all operational teams (6) _____ the Chief Operating Officer. For example, the HR Lead (7) _____ recruiting technical talent, while the Legal unit (8) _____ reviewing vendor agreements and data privacy compliance.