



- 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.

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|-----------------------------------|---|
| 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 _____.