values | atmosphere | structure | flexibility | strategy | Organisational | hierarchy | image | open-plan

1 Company structure refers to the way a business is organised.

2 Company DRAG ITEM HERE is planning a series of actions in order to achieve something.

3 An DRAG ITEM HERE office is one which does not have walls dividing it into separate rooms.

4 A good DRAG ITEM HERE in a company means a positive feeling that a place gives employees.

5 The DRAG ITEM HERE of a company refers to the general opinion that people have of an organisation or product. This is not limited to advertising.

6 Having DRAG ITEM HERE means being able to change or adapt to a situation.

7 Company DRAG ITEM HERE means staff are organised on various levels, depending on responsibility, e.g. junior and senior managers.

8 Company DRAG ITEM HERE are the principles and practices that a business feels are important, e.g. equal pay for men and women, or the way employees are treated.

9 DRAG ITEM HERE behaviour looks at how people work together and how ways of working, e.g. employee interaction and leadership style, can affect the whole organisation.

Exercise 2

Read the conversation between an HR manager (HR) and a new intern (I).
Choose the correct option.

HR: Do you have any questions for me, Rebecca?

I: Yes, I'd like to know what the working environment is like.

HR: You'll find there's a good atmosphere because our staff are friendly and positive. And the Select an option is quite relaxed. It's business casual.

I: And what are the working hours? Are they 9 a.m. to 5 p.m.?

HR: That's right, although we expect employees to have Select an option and adapt when plans change, for instance, your boss may ask you to work late one day to finish an important task.

I: And does everyone work in a(n) Select an option area?

HR: Yes. None of the managers has their own office anymore.

I: So what would my monthly pay be?

HR: As you are new to the company, you would be earning the standard Select an option for interns, which is about €800 a month.

I: €800? Erm ... I was hoping for something a little higher.

HR: Well, we could discuss a slightly higher Select an option after the six-month trial period.

LIVEWORKSHEETS