

- 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.