

A Company and Its People

My name is Anna and I work in a large company. I am an **administrative assistant** in the Administration Department. I work from Monday to Friday. There are many people in my company and they have different jobs. There is a **manager**, a **receptionist**, an **accountant**, a **sales representative**, and an **IT technician**. There are also engineers, operators, drivers, cleaners, and security guards. The **Human Resources Department** has employees who help workers with contracts, training, and personal information. The **Finance Department** manages the company's money and has accountants. The **Sales Department** talks to customers and sells the company's products. The **IT Department** helps employees with computers, software, and technology. There is also a **Production Department**, where operators and engineers make the products. Every person has an important job, and all the departments work together.

The company has many different **areas and workplaces**. There is a main office with many desks, computers, telephones, and chairs. There are **small** offices for managers and employees. There is a large **meeting room** where workers have meetings with managers and customers. There is a **reception area** at the entrance, and there is a receptionist there to welcome visitors. There is also a **warehouse** where workers store products, boxes, tools, and materials. The warehouse is large and has shelves and many boxes. There is a loading area where trucks arrive and leave the company. There is a **factory** next to the **warehouse**. There are many machines in the factory, and there are operators who work with the machines. There are **engineers** who check the production process. There are safety signs, emergency exits, and safety equipment in the factory. The company also has a parking lot for cars, motorcycles, and trucks.

There are many **facilities** for employees and visitors in the company. There is a **cafeteria** where employees have breakfast, lunch, and coffee. There are tables, chairs, refrigerators, and microwaves in the cafeteria. There is a **break room** where employees can relax during their breaks. There are bathrooms on every floor, and there is a special bathroom for people with disabilities. There is a **training room** where employees learn new skills and attend courses. There is also a conference room for important meetings and presentations. Outside the building, there is a parking lot and there are **gardens** with trees and plants. There is a security area at the main entrance, and there are security guards who control visitors. There are fire **extinguishers** and emergency exit in different areas of the company. The company is a busy place, but there are many **facilities** that make the workplace comfortable and safe. Everyone has a different job, but all the employees work together to achieve the company's goals.

Comprehension Activities

Activity 1 - Choose the Correct Answer

Read the text and choose A, B, or C.

1. **What is Anna's job?**
 - A. She is an engineer.
 - B. She is an administrative assistant.
 - C. She is a manager.
2. **Where does Anna work?**
 - A. In the Administration Department.
 - B. In the Sales Department.
 - C. In the Finance Department.
3. **What does the Finance Department manage?**
 - A. Computers.
 - B. Products.
 - C. Money.
4. **Where do workers store products and materials?**
 - A. In the cafeteria.
 - B. In the warehouse.
 - C. In the meeting room.
5. **Where do operators work with machines?**
 - A. In the factory.
 - B. In the reception area.
 - C. In the parking lot.
6. **Where can employees have lunch?**
 - A. In the warehouse.
 - B. In the cafeteria.
 - C. In the training room.
7. **Where can employees relax during their breaks?**
 - A. In the break room.
 - B. In the factory.
 - C. In the loading area.
8. **Who controls visitors at the entrance?**
 - A. Accountants.
 - B. Engineers.
 - C. Security guards.

Activity 2 - True or False

Write **True (T)** or **False (F)**.

1. Anna is an administrative assistant. _____
2. The company has only one department. _____
3. The Finance Department manages the company's money. _____
4. There is a warehouse in the company. _____
5. The warehouse is a small room with no shelves. _____
6. There is a factory next to the warehouse. _____
7. There are machines in the factory. _____
8. There is a cafeteria in the company. _____
9. Employees can relax in the break room. _____
10. There are no emergency exits in the company. _____

Activity 3 - Answer the Questions

Answer with short sentences.

1. What is Anna's job?
2. Name two jobs in the company.
3. What does the Sales Department do?
4. What is in the main office?
5. What is the warehouse for?
6. Where do operators work?
7. What can employees do in the cafeteria?
8. What is the training room for?

Activity 4 - Match the Job with the Department

Match the department with the correct job.

Department	Job
1. Finance	A. IT technician
2. Sales	B. Accountant
3. IT	C. Sales representative
4. Production	D. Engineer / Operator
5. Administration	E. Administrative assistant

Answers:

1. _____
2. _____
3. _____
4. _____
5. _____

Activity 5 - There Is / There Are

Complete the sentences with **there is** or **there are**.

1. _____ a main office in the company.
2. _____ many computers in the office.
3. _____ a large warehouse.
4. _____ many boxes in the warehouse.
5. _____ a factory next to the warehouse.
6. _____ many machines in the factory.
7. _____ a cafeteria for employees.
8. _____ tables and chairs in the cafeteria.
9. _____ a training room in the company.
10. _____ emergency exits in different areas.

Activity 6 - Vocabulary

Match the words with their meanings.

1. Warehouse _____
2. Factory _____
3. Cafeteria _____
4. Meeting room _____
5. Parking lot _____
6. Break room _____
7. Reception area _____
8. Training room _____

- A. A place where employees eat.
- B. A place where cars and trucks stay.
- C. A place where products and materials are stored.
- D. A place where employees have meetings.
- E. A place where products are made.
- F. A place where employees relax.
- G. A place where visitors arrive and wait.
- H. A place where employees learn new skills.

Activity 7 - Find the Information

Find the information in the text and complete the sentences.

1. Anna works in the _____ Department.
2. The Finance Department has _____.
3. The Sales Department talks to _____.
4. The IT Department helps employees with _____.
5. Workers store products in the _____.
6. Trucks arrive and leave at the _____ area.
7. Employees have lunch in the _____.
8. Employees relax in the _____ room.
9. Employees learn new skills in the _____ room.
10. _____ guards control visitors.

Activity 8 – Personal Response

Answer about a company you know or imagine.

1. What departments are there in the company?

There are _____.

2. What jobs are there?

There is a _____.

There are _____.

3. Is there a warehouse?

Yes, there is. / No, there isn't.

4. Is there a factory?

Yes, there is. / No, there isn't.

5. What facilities are there?

There is _____.

There are _____.