

1999年商务英语初级BEC1试题(三) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022_1999_E5_B9_B4_E5_95_86_c85_151423.htm STAFF TRAINING RECORD

(Days each year) SALESTony HartJill PikeMay WilsonDuncan KyleVal BoothWAREHOUSEMel BaileyGraham

ChestersWORKSHOPHeidi HeimstadtStuart SimpsonAnna

SocicCLERICALTony HarrisonNorma WoodRikki HelsingZuber

PatelMANAGEMENTPaul FoxJerri

CasalsTOTALS19983065432422432634531997123500002346453038

199612331000130662143319953211221123101303261994640330125

045153244TOTAL14101317105471211132014211013194

QUESTION 4 Situation: You are visiting Suncare Ltd. Your firm is considering placing a large order with them and your manager has asked you to check the quality of their organisation. Task: Use the information below (which is part of your conversation with Peter Corrie, the Joint Managing Director of Suncare Ltd) and complete the Staffing Organisation Chart printed on the page opposite.

“ Well, as you can see, there are two of us at the top, myself and Jane Kovak. I look after the Sales and Marketing sides, as well as Production Research. All the Staff Training, Accounts and Personnel issues are handled by Jane. Theres a manager for each of the six areas Ivan Korda does Sales, and his Marketing colleague is Denise Woodley. Production Research is in the hands of Miss Tanya Lowe we only appointed her last week. We should have an assistant for each departmental area, but were one short at present. Craig Loftus is

in Sales and Siobhan Mckenna is in Production Research. We hope to replace Helen Sparks in Marketing early next week. Jane and I also have a Personal Assistant each. mine is Ursula Stein, and Julie Stableford helps Jane. Janes three managers are Ben Schweik in Training, Carmen Velasquez in Accounts, and, let me think... oh yes, Chris Penn is the third. Their assistants are Paul Robey (for Carmen), Danielle Lefevre in Personnel, and Dan Lyons. Both teams, Janes and mine, have the services of two Secretarial Assistants to each team. Linda Fellows works for my team, and her sister Karen for Jane ' s. They share the work with Tina Glass and Ava Merrill. Ava completes my team “ Complete the Chart. (20 marks) 100Test
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