

初级商务英语（5）PDF转换可能丢失图片或格式，建议阅读原文

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organization Presenting the company 1. Listening Listen to the presentation about Rossomon Plc. As you listen, complete the organization Chart below. Listening Task I'd like to say a few words about the organizational structure of Rossomon. Now, if you look at the transparency you will see that the Managing Director, that is Mr. Bunce, is responsible for running the company and is accountable to the Board. Now, he is assisted by four executive departments. These are Human Resources, which is responsible for personnel, training and management development. then there is the Finance Department which takes care of corporate finance and accounting. next, we have the Management Services Department, led by Peter Jenkins who is in charge of rationalization throughout the company. and finally there is the R&D (Research and Development) Department takes care of new product development. The

Administration Manager is in charge of personnel. 2.3 Titles Below are the main managerial titles with the US equivalents in brackets:

Chairman (President) Managing Director (chief Executive Officer/Senior Vice- President) Finance Director

(Vice-President-Finance) Sales Manager (Sales Director) 2.4

Affiliates X is the Parent company. A, B and C are subsidiaries (more than 50% owned by the parent) The Car Division consists of the Production Department and the Sales Department. The Production

Department comprises the Methods Section and the Maintenance Section. The Sales Department is made up of the Advertising Section and the After-sales Section. 3. Controlled practice Use the organization chart in the Listening section and the language in the Presentation section to complete these sentences. 1. The Managing Director _____ to the Board. 2. The Managing Director _____ for running the company. 3. The Managing Director _____ by four executive departments. 4. _____ the Managing Director, there are five regional divisions. 5. Each regional Manager _____ of a territory. 6. The five regions _____ by two other sections-Marketing and Technical Services. 7. The Section Leaders _____ to the Regional Managers. 8. In addition to the _____ company, Rossomon has three _____. 9. The subsidiaries _____ Rossomon France, Rossomon Germany and Rossomon Japan. 10. The subsidiaries _____ to the Export Sales Department. 课文注释及词汇讲解 * words 几个字, 几句话 eg. Id like to say a few words about the new plan. 我想就新计划谈几句。 100Test 下载频道开通, 各类考试题目直接下载。 详细请访问 www.100test.com