

Lesson 03 Workplace

Text 1

Traditional company

The classic structure of such companies consists of several departments that operate separately. They're controlled by a head office that determines strategy and watches over its implementation. They have a system of command and control and everybody knows his place, therefore the corporate hierarchy has formed.

New trends

For example, large-scale shift of responsibility to outsiders for what were once considered a company's core functions — via outsourcing, joint-ventures and other sorts of alliances. And "networked person", a species that is always on the move, juggling with a laptop computer, a mobile phone and a tablet, keeping in electronic touch with people he no longer regularly bumps into in a corridor. Indeed, there may be no corridor.

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Note-Taking

Vocabulary

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Note-Taking

Vocabulary

Text 2

Long-distance meetings can avoid expensive airfares for international companies.

But face-to-face ones are more valuable for small companies, even if they stretch managers' time and put demand on limited cash flows.

At large companies, face-to-face interactions between low-level marketing staff just aren't necessary, but interactions between business units with similar or overlapping objectives are important, no matter the size of the company.

That said, a well-prepared meeting with a set agenda, and an effective facilitator can make it work either way.

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Vocabulary

Say It like a Professional

bend over backwards

I'll help you a bit, but don't expect me to _____.

Meaning

lay it on the line

I can't bear George any more — he doesn't do half as much work as the others. So I called him in and _____ — either he starts doing his work like anybody else or we _____ him at the end of the month.

Meaning

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