

## **A company report**

Glauri, the German engineering and process plant group, is beginning to benefit from its slimming down and cost saving measures, but is still cautious about future prospects for orders.

Mr Erich Dietrich, chief executive, said that earnings should recover slightly this financial year, despite the cost of the early retirement scheme aimed at reducing the workforce.

Glauri, a subsidiary of Metallco the metals, chemicals and trading concern, does not publish its exact earnings, but has said they dropped last financial year as it went ahead with costly rationalization measures.

Glauri executives said that orders were now particularly difficult to predict because of the payments problems of developing countries, the uncertainty in the fall of the dollar and the drop in the oil price.

Mr Dietrich said that the industrialized countries, including Germany and the US, were becoming more important sources of orders from Glauri. Domestic orders accounted for 25 per cent of Glauri's total orders in the last financial year and as much as 36 per cent so far this year.

There was a strong trend towards projects involving environmental protection, such as desulphurization plants for power stations.

### Punctuation : suggested answer

From: The Managing Director

To: All Office Staff

Date: 25<sup>th</sup> November 20—

As a result of the productivity survey carried out in the factory, more rapid and more efficient ways of operating are now being applied. In the factory, productivity has been increased by over 50 per cent. The management intends to apply these same methods to office staff in order to reduce costs. Our company must adapt in a competitive world. We aim to find ways of avoiding unnecessary actions by all staff. We therefore propose to pay a month's extra salary to any person who in the management's opinion has put forward the most practical suggestion to improve a particular office routine. All suggestions should be sent to the MD's office before the end of the month.