

7. Company

A company is an organization that produces goods or provides services.

Every company has a name, legal form (e.g. limited liability company, joint-stock company), and registration number.

Other basic information includes the address, tax identification number, and contact details.

Companies can be small, medium, or large, depending on the number of employees and turnover.

Company Structure

The structure of a company shows how it is organized.

It usually includes:

- **Management** (CEO, directors) – people who make decisions and lead the company
 - **Departments** (e.g. sales, marketing, finance, production) – each department has its own tasks
 - **Employees** – workers who perform specific jobs
- Some companies have a **board of directors** or **supervisory board** for control and strategy.

Meetings

Meetings are important for communication in a company.

They help to share information, solve problems, and make decisions.

There are different types of meetings:

- **Regular meetings** – usually weekly or monthly to update progress
- **Extraordinary meetings** – called when there is an urgent issue
- **Board meetings** – for top management to discuss strategy
- **Team meetings** – smaller groups discuss their tasks

Meeting Procedure

A typical meeting has:

- **Agenda** – a list of topics to discuss
- **Chairperson** – person who leads the meeting
- **Participants** – people who attend and contribute
- **Minutes** – notes of what was discussed and decided

It is important to be prepared, listen carefully, and respect others' opinions.

At the end, there is usually a summary and assignment of tasks.

Purpose and Frequency of Meetings

Meetings help to:

- Solve problems
- Plan projects
- Evaluate performance
- Make decisions
- Communicate changes

The frequency depends on the company's needs – some meet daily, others less often.

Conclusion

In conclusion, understanding the structure of a company and how meetings work is essential for good business communication.

Effective meetings save time and help companies achieve their goals.

I believe these skills will be useful for my future career.

Useful Vocabulary

CZ	EN
firma	company
právní forma	legal form
IČ (identifikační číslo)	registration number
DIČ (daňové identifikační číslo)	tax identification number
struktura firmy	company structure
oddělení	department
zaměstnanci	employees
představenstvo	board of directors
dozorčí rada	supervisory board
jednání	negotiation / meeting
předsedající (na schůzi)	chairperson
účastníci	participants
zápis (ze schůze)	minutes

CZ	EN
úkoly (k vyřešení)	tasks
řešit problémy	to solve problems
plánovat projekty	to plan projects
hodnotit výkon	to evaluate performance
přijímat rozhodnutí	to make decisions
komunikovat změny	to communicate changes
frekvence	frequency