

La structure de l'entreprise

NOUNS

accountant	comptable
advertising	
manager	chef de la publicité
board of directors	conseil
	d'administration
chairman/woman	président(e)
clerical staff	employés de bureau
department	service
director	administrateur
director	
of production	directeur
	de la production
entrepreneur	chef d'entreprise
factory	usine
financial director	directeur financier
foreman	contenânre
human resources	ressources humaines
junior executive ..	cadre moyen
management	direction/gestion
management	
contrôler	contrôleur de gestion
managing director/	
chief executive	directeur général
marketing director	directeur du marketing
order	commande
partner	associé
personal assistant	assistant(e)
	de direction
personnel manager	chef du personnel
private secretary ..	secrétaire de direction
product manager	chef de fabrication
public relations	
officer	chef de relations
	publiques/humaines
purchasing	
manager	directeur des achats

VERBS

research	
and development	R&D (recherche et développement)
sales executive ..	commercial
sales manager ...	directeur
	commercial
senior executive ..	cadre supérieur
shareholder	actionnaire
shopfloor (the)/	
worker(s)	ouvrier(s)
shopfloor/	
workshop	atelier
supervisor	agent de maîtrise
technical	
manager	chef des services
	techniques
training manager	responsable
	de formation
warehouse	entrepôt
warehouseman ..	magasinier
warehouse	
supervisor	chef magasinier
works manager ..	chef d'exploitation
to be accountable	
to sb. for	être responsable de
to be in charge of	être (de)
	responsable
to be made up of	consister en
to be supported by	être soutenu par
to implement	mettre en œuvre/
	exécuter
to include	comprendre/inclure
to involve	entraîner/impliquer
to run/to head ...	diriger

Exercise 1

Match the following words.

- sales
- personal
- senior
- board of
- director of
- human resources
- manager
- directors
- executive
- assistant

Exercise 2

Use the organization chart to say who or what we are talking about.

- The person who counts and calculates the money.
- The place where the products are stored.
- The people who work in the factory.
- The head of the company.
- The person who is in charge of the warehouse.

Exercise 3

Find the odd man out and explain why.

- purchasing manager – production manager – shareholder – private secretary
- partner – advertising – foreman – accountant
- junior executive – managing director – shopfloor worker – supervisor
- director – involve – personnel manager – warehouseman
- marketing director – sales executives – R&D manager – sales manager

Exercise 4

Fill in the gaps with the following words, making the necessary changes.

company head board chart department programmer assistant director implement sales change executive term order

Most companies in Britain (corporations in the USA) are organised and managed in the same way. They are ■ by a Managing Director (Chief Executive Officer in the USA) who may also be Chairman of the ■. He represents the ■ outside, coordinates the various departments' operations and policies, makes long ■ decisions or ■ those of the Board of ■.

Firms have several ■ laid out on an organization ■. Each department is staffed by a manager or director, senior and junior ■, a personal ■ or executive secretary and other clerical workers, many of whom will be computer ■ or operators. The production department is in ■ of the factory or workshop where goods are manufactured or assembled. The ■ Manager is responsible for the company's sales force, the reps (representatives) who obtain the ■.