**Иванов И.А.**

**Unit 2**

**File Organisations**

**Page 1 ex.B:**

I think that an office should definitely have a window, access to natural light should be available during the working day. Second thing that is very important for comfortable work is a large space of work, or even better, your own office, mainly so that you can work without being distracted by the clattering keys of your colleagues. To work effectively, of course you need to have a good rest, and it is desirable that you can choose when the long-awaited rest comes. Having a large desk is also pretty important thing in office. Everything should fit so you do not have to be distracted from work. And last but not least: fixed work hours.

**Page 2 ex.A:**

1 – head office, 2 – branches , 3 - warehouse, 4 – distribution centre, 5 – call centre, 6 – service centre, 7 - factory / plant, 8 – subsidiary

**Page 2 ex.D:**

**(a)**Decrentralisation is really good quality for organisation as it brings management flexibility. If we want people to want work in our organisation, we need to provide appropriate conditions. In other words, be democratic. **(b)**I do not think anyone would want to work in a bureaucratic organisation. It is much better if you work with people who understand what you are doing. Organisations with a conservative structure are also fading into the background. Today’s trend is progressive views.

Page 3 ex.A:

1 – SOL is located in a renovated film studio in the heart of Helsinki.

2 - Employees wander the corridors and talk on yellow portable phones.

3 – SOL is cleaning service.

Page 3 ex.B:

2- B, 3- E, 4- A, 5- C, 6- D

Page 4 ex.C:

1 – There are no individual offices

2 - true

3 - true

4 - true

5 - true

6 – SOL is fanatical about measuring performance

7 – Every month the customer rates the team’s performance based on benchmarks.

8 – Company stores all critical budget documents and performance reports on its Intranet.

Page 4 ex.D:

1 - c, 2 - b, 3 - d, 4 – a

Video This is what makes employees happy at work

1. There are 3 billion working people.
2. 60 percent of them are unhappy at work.
3. 4 tips: Do whatever you think is right when servicing the customer; Fairness; Listening ; Changing because there is something you believe in.