



# COMPANY AND JOB



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Expemo code:

13H4-D78C-V4NU



## 1

### Key words

Match the terms on the left with the definitions on the right:

- |                              |  |
|------------------------------|--|
| 1. founder                   | a. a large company that does business in several different countries |
| 2. annual turnover           | b. a part of a company that is owned by a person or by other company |
| 3. shareholding              | c. a person who establishes an organisation                          |
| 4. subsidiary                | d. a smaller company that is owned by another bigger company         |
| 5. division                  | e. one of the sectors or groups in a business or organization        |
| 6. multinational corporation | f. the amount of business that a company does in one year            |





## 2

## Describing a company

Listen to a description of the Toyota Motor Corporation and complete the profile below.

Audio



Company	Toyota Motor Corporation
Headquarters	
Founder	Kiichiro Toyoda
Year founded	
Year of expansion to US	
Employees	
Subsidiaries	
Turnover (2018)	
Brands owned	Lexus, Scion
Shareholdings	Daihatsu Motors, Isuzu Motors and Yamaha Motors

Now listen to a description of Inditex SA and complete the profile:

Audio



Company	Inditex SA
Headquarters	Spain
Founder	Amancio Ortega Gaona
Year founded	
Employees	
Number of stores	
Brands owned	Zara, Pull and Bear, Massimo Dutti, Oysho and Stradivarius
Profit (2018)	



## 3

**Useful expressions**

Study the following expressions used for describing a company. Listen to the recordings again and tick the ones that you hear:

**Headquarters***...is headquartered in...**...is based in...***History***...was founded in/by...**...was established in...***Employees***... has a workforce of ... people**... employs ... people***Size***... operates ... subsidiaries**...has shareholdings in ...**... has a ... per cent stake in ...**...runs ... stores worldwide***Market position***...is currently the world's largest...**...is the biggest ... in the world**...is one of the largest companies in ...**...has a ... per cent market share***Financial results***...achieved an annual turnover of...**...made a profit of...*

Study some more expressions for describing a company:

**Competitors***Our main competitors are...***Customers/clients***Products: Our main customers are/include...**Services: Our main clients are/include...***Products***We produce/manufacture ...***Services***We provide/offer ...*

Now describe your company, providing information about head office location, products/services, number of employees, customers/clients, competitors, financial information.



## 4

## Describing your job

Video 1



Video 2



Video 3



Now listen to three employees of an IT distribution company, Xcel Systems. Complete their profiles.

Audio 1



Audio 2



Audio 3



	Anthony Smart	Daniel Goldman	Susan Clarke
Position:		Managing director	
Responsibilities:			
Enjoys:			
Doesn't enjoy			

## 5

## Useful expressions

Complete the sentences from the recordings. Then, describe your job to your partner.

charge   enjoy   find   job   most   part   quite   responsibilities   responsible   what

I'm responsible for cash flow/credit control/managing projects..

I'm in \_\_\_\_\_ of developing the company's long-term strategy.

My \_\_\_\_\_ include recruiting new employees and organising training for company staff..

It's also my \_\_\_\_\_ to improve the company's working conditions.

On the whole, I \_\_\_\_\_ my work.

What I like \_\_\_\_\_ about my work is *the responsibility, the challenge and of course the salary*.

I \_\_\_\_\_ my work very interesting.

One task I don't \_\_\_\_\_ like is *chasing money from late payers*.

The \_\_\_\_\_ I don't really like is *the long hours*.

\_\_\_\_\_ I don't like so much is *when I have to deal with a difficult employee*.



# Transcripts

## 2. Describing a company

### Toyota

Toyota Motor Corporation is a multinational corporation headquartered in Japan and is currently the World's second-largest automotive manufacturer. It achieved an annual turnover of over \$270 billion in 2018. In 1937, Toyota was founded by Kiichiro Toyoda as an independent company dedicated to the production of automobiles. In 1957, the manufacturer exported the first Japanese car to the United States, and established American and Brazilian divisions. The company expanded in the 1960s with a new research and development facility and established a worldwide presence by the 1970s. Today, the company owns the brands Lexus and Scion and has shareholdings in Daihatsu Motors, Isuzu Motors, and Yamaha Motors. It operates 608 subsidiaries and has a workforce of over 370,000 people.

### Inditex

Inditex is the biggest fashion group and clothing retailer in the world. The company owns well-known brands such as Zara, Pull and Bear, Massimo Dutti, Oysho and Stradivarius. Inditex was founded in Spain in 1975. Its founder, Amancio Ortega Gaona, is the richest man in Spain and one of the richest men in the world. Today, the group runs over 7,420 retail stores worldwide and employs over 174,000 people. Inditex designs and manufactures almost everything by itself and new designs are delivered twice a week to Zara stores around the world. This adds up to more than 10 thousand new designs each year! In 2018, Inditex made a profit of 3.4 billion euros.

## 4. Describing your job

### Anthony Smart

My name's Anthony Smart. I'm the chief accountant for Xcel Systems. I'm responsible for cash flow, credit control, preparing financial statements, accounting reports and so on. On the whole, I enjoy my work - I've always enjoyed working with numbers. I also like the company culture and the people here at Xcel - it's a very friendly and supportive work environment. One task I don't quite like is chasing money from late payers. That can be rather unpleasant sometimes.

**Daniel Goldman**

My name's Daniel Goldman and I'm the managing director of Xcel Systems. I'm responsible for the day-to-day running of the business including managing projects, organising people's work, dealing with suppliers and important customers. I'm also in charge of developing the company's long-term strategy. What I like most about my work is the responsibility, the challenge and of course the salary. I also really enjoy motivating and inspiring other people to achieve their goals and develop the company. The part I don't really like is the long hours. It's not uncommon for me to spend 12 hours in the office, which doesn't leave me much time for my family. On top of that, my job can get pretty stressful at times, especially when we have problems with our suppliers.

**Susan Clarke**

My name's Susan Clarke. I work for Xcel Systems as a human resources manager. My responsibilities include recruiting new employees and organising training for company staff. It's also my job to improve the company's working conditions. I find my work very interesting mainly because I enjoy working with people. It's also very satisfying to see employees improve and develop their skills because of initiatives that I have put into practice. What I don't like so much is when I have to deal with a difficult employee - for example, somebody who is habitually late, takes too many days off or doesn't meet deadlines. That can be rather stressful. But luckily, it doesn't happen too often.



# Key

## 1. Key words

1. c      2. f      3. b      4. d      5. e      6. a

## 2. Describing a company

Play the audio files or use your mobile device to scan the QR codes (make sure you have installed a QR code reader app and can access the Internet on your device).

Toyota

Headquarters: Japan

Year founded: 1937

Year of expansion to US: 1957

Employees: 370,000

Subsidiaries: 608

Turnover (2018): \$270 billion

Inditex

Year founded: 1975

Number of stores: over 7420

Employees: over 174,000

Profit (2018): €3.4 billion

## 3. Useful expressions

...was founded in/by...

...is headquartered in...

... has a workforce of ... people

... employs ... people

... operates ... subsidiaries

...has shareholdings in ...

...runs ... stores worldwide

...is the biggest ... in the world

...achieved an annual turnover of...

...made a profit of..

## 4. Describing your job

Play the audio files or use your mobile device to scan the QR codes. Pre-teach difficult vocabulary from the recordings, e.g. credit control, chasing money, challenge, long hours, initiatives.

**Anthony Smart**

Position: chief accountant

Responsibilities: cash flow, preparing financial statements, credit control

Enjoys: working with numbers, company culture, people, work environment

Doesn't enjoy: chasing money from late payers

**Daniel Goldman**



Position: managing director

Responsibilities: day-to-day running of the business, managing projects, organising work, dealing with suppliers and important customers, developing the company's long-term strategy

Enjoys: responsibility, challenge, salary, motivating/inspiring people

Doesn't enjoy: long hours, stress

**Susan Clarke**

Position: HR manager

Responsibilities: recruiting, organising training, improving company working conditions

Enjoys: working with people, seeing employees improve and develop their skills

Doesn't enjoy: dealing with difficult employees

## 5. Useful expressions

2. charge

3. responsibilities

4. job

5. enjoy

6. most

7. find

8. quite

9. part

10. what