

## PEOPLE AND THEIR ROLES IN A CORPORATION

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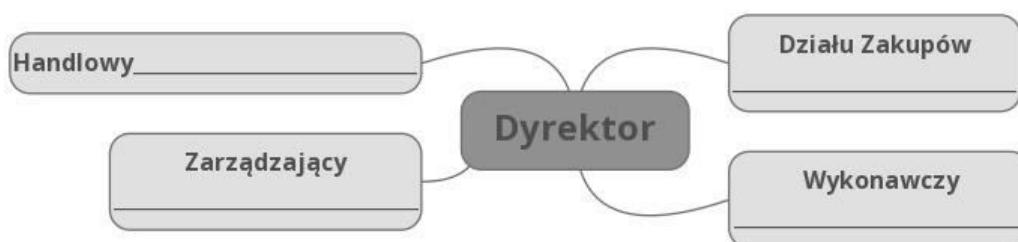
### Objectives:

In this unit, you will:

- define various types of organizational structures;
  - define differences between AmE and BrE in terms of organization in the company; • translate various words related to the concept of organization of the company.
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### Task 1

Complete the following diagrams:





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**Task 2:**

**Match the Polish words with their English equivalents:**

1. analityk finansowy	a) supervisory board member
2. członek rady nadzorczej	b) financial analyst
3. członek zarządu	c) strategic investor
4. inwestor strategiczny	d) limited partner
5. komandytariusz	e) director of the board
6. menadżer tymczasowy	f) high-ranking staff
7. pracownicy niższego stopnia	g) interim manager
8. pracownik wyższego stopnia	h) junior staff

**Task 3:**

**Translate the following sentences into English:**

1. Nasz dyrektor finansowy uważa, że musimy zaciśnąć pasa.

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2. Wniosek dyrektora wykonawczego podlega zatwierdzeniu przez zarząd.
3. Kierownik podstawowego szczebla jest zobowiązany do współpracy z zarządem firmy.
4. Ważne rozmówca oczekuje dyrektora naczelnego Herberta Beestena na LogiMAT 2015 w Sali 1 Stoisko C50.
5. Upřednio pełniłem funkcję dyrektora zarządzającego w firmie FEDORA.
6. Ostatnio jako menedżer tymczasowy kierował działem strategii dużego amerykańskiego koncernu technologicznego w USA.
7. Ścisłjsza współpraca z inwestorem strategicznym pozwoliła Zarządowi i pracownikom naszego banku podjąć liczne wyzwania.

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**Task 4:**

**Give synonyms to the following words and expressions:**

1. captive agent- \_\_\_\_\_ agent
2. certified accountant- certified \_\_\_\_\_ professional
3. chief accountant- \_\_\_\_\_ accountant
4. upper management- \_\_\_\_\_ management
5. top executive- \_\_\_\_\_ executive
6. notary- notary \_\_\_\_\_
7. tax evader- tax \_\_\_\_\_
8. business partner- business \_\_\_\_\_
9. manual worker- \_\_\_\_\_ collar workers
10. non-manual worker- \_\_\_\_\_ collar workers
11. high flyer- high \_\_\_\_\_
12. freelance worker- \_\_\_\_\_ worker
13. governor of the central bank- \_\_\_\_\_ of the central bank
14. casual customer- \_\_\_\_\_ customer

15. spokesperson- \_\_\_\_\_ officer  
16. regular customer- \_\_\_\_\_  
17. receiver- \_\_\_\_\_ in liquidation  
18. issuer of an invoice- \_\_\_\_\_ maker  
19. mover and shaker- \_\_\_\_\_ person  
20. service provider- service \_\_\_\_\_  
21. safety inspector \_\_\_\_\_ and \_\_\_\_\_ inspector  
22. prospect customer- \_\_\_\_\_ customer  
23. factory floor- factory \_\_\_\_\_  
24. forwarder- forwarding \_\_\_\_\_  
25. rank and file- \_\_\_\_\_ and \_\_\_\_\_
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**Task 5:**

**Match the British English words with their American equivalents:**

<b>BrE</b>	<b>AmE</b>
1. silent partner	a) chartered accountant
2. founder member	b) attorney
3. minor shareholder	c) storekeeper
4. certified accountant	d) charter member
5. claim adjuster	e) haulage contractor
6. carrier	f) insurance adjuster
7. legal adviser	g) sleeping partner
8. shopkeeper	h) minor shareholder
9. minority shareholder	i) majority stockholder
10. principle shareholder	j) minority stockholder

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**Task 6:**

**Translate the following sentences into Polish:**

1. The attendance list is jointly verified by the Chairman, the petitioner and in the presence of the notary public drafting the minutes of the General Meeting.
2. This free movement only benefits speculators and tax evaders.
3. This rule also applies to securities issued by[...] other companies, including customers, suppliers and any business partner, listed on any stock exchange, should the employee [...] have privileged information concerning that company.
4. I am the chief high representative of the most important movers-and-shakers on this planet.
5. Today, although the claim adjusters' aid reaches the affected areas relatively quickly, the insurers' knowledge about natural risks comes mainly from customers and ... the media.
6. A silent partnership differed significantly from share capital because the silent partner did not have a stake in the assets

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**Task 7:**

**Write the full terms for these acronyms:**

- a) CAP-
- b) CFO-
- c) CEO-
- d) MD-
- e) HR-
- f) PA-
- g) R&D-

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**Task 8:**

**Identify the words in the pool that may precede the word 'customer':**

corporate	sales	brand	potential	limited	regular	prime
	brand conscious	middle	price sensitive	finance	loyal	

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**Task 9:**

**Some of the expressions below do not represent correct collocations. Change the second element in incorrect collocations to form correct collocations:**

- 1) junior pusher
  - 2) high-ranking man
  - 3) pen temp
  - 4) holder of a place
  - 5) farm hands
  - 6) fresh steward
  - 7) shop blood
  - 8) materials handler
  - 9) retail rainmaker
  - 10) key merchant
  - 11) forwarders and account
  - 12) business man
  - 13) whistle blower
  - 14) hatchet tycoon
  - 15) creditors and debtors
  - 16) key carriers
  - 17) wheel-dealer
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**Task 10:**

**Translate the following sentences into Polish or English:**

1. Gary was tired of being a pen pusher, so he decided to quit and start his own business.
2. Świeża krew to jest to czego potrzebuje nasza firma, aby odbić się od dna.
3. Przedpłacone środki pieniężne przelane na kartę mogą[...] być użyte przez posiadaczy kart w uczestniczących detalicznych placówkach handlowych na zakupy i wypłaty z bankomatów na całym świecie.



## ORGANIZATIONS

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### Objectives:

In this unit, you will:

- acquire various vocabulary related to types of organizational structures;
  - define differences between AmE and BrE;
  - translate various words related to the concept of organization of the company.
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### Task 1

Translate the following words into English:

- Dział finansowy-
  - Dział marketingu-
  - Dział prawny-
  - Dział produkcji-
  - Dział sprzedaży-
  - Dział transportu-
  - Dział zaopatrzenia-
  - Dział utrzymania ruchu-
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### Task 2

Complete the following table using correct abbreviations or words:

<i>Abbreviation</i>	<i>Word</i>	<i>PL</i>
R&D		
HR department		
	Multinational corporation	
	Small and medium-sized enterprises	
NGO		
PLC		



Ltd		
HQ		
	Internal Revenue Service	
	Her Majesty Revenue and Customs	

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**Task 3**

**Match the British English words with their American equivalents:**

BrE	AmE
1. sole trader	a) sole proprietor
2. bogus company	b) dummy company
3. haulier	c) hauler
4. shell company	d) shell corporation
5. chain store	e) multiple store
6. co-operative shop	f) co-operative store
7. trade union	g) labor union
8. retail outlet	h) retail shop

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**Task 4:**

**Translate the following sentences into Polish:**

This free movement only benefits speculators and tax evaders.

This rule also applies to securities issued by[...] other companies, including customers, suppliers and any business partner, listed on any stock exchange, should the employee [...] have privileged information concerning that company.

I am the chief high representative of the most important movers-and-shakers on this planet.

Today, although the claim adjusters' aid reaches the affected areas relatively quickly, the insurers' knowledge about natural risks comes mainly from customers and ... the media.

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**Task 5:****Give synonyms to the following words and expressions:**

1. bank of issue- \_\_\_\_\_ bank
2. bogus bank- \_\_\_\_\_ bank
3. bank opening a letter of credit- \_\_\_\_\_ bank
4. issuing house- \_\_\_\_\_ bank
5. executive search firm- \_\_\_\_\_ firm
6. parent company - \_\_\_\_\_ company
7. start- up- \_\_\_\_\_ company
8. advertising company- advertising \_\_\_\_\_
9. family business- family \_\_\_\_\_
10. service company- -service \_\_\_\_\_
11. stock exchange- stock \_\_\_\_\_
12. head office- \_\_\_\_\_ office
13. major exporter- \_\_\_\_\_ exporter
14. underwriter- underwriter of \_\_\_\_\_
15. inshore investor- \_\_\_\_\_ investor
16. exchange office- \_\_\_\_\_ exchange
17. mom-and-pop- mom-and-pop \_\_\_\_\_
18. charitable company- \_\_\_\_\_
19. state enterprises- \_\_\_\_\_ enterprises
20. public utility company- \_\_\_\_\_ utility
21. local shop- \_\_\_\_\_ shop
22. company admitted to trading- \_\_\_\_\_ company
23. dispersed structure- \_\_\_\_\_ structure
24. credit union- \_\_\_\_\_ company

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**Task 5:****Complete the following phrases using 'firm', 'company' or '-':**

1. daughter \_\_\_\_\_
2. consulting \_\_\_\_\_
3. finance \_\_\_\_\_
4. born global \_\_\_\_\_
5. trading \_\_\_\_\_
6. dot com \_\_\_\_\_
7. investment \_\_\_\_\_
8. first mover \_\_\_\_\_
9. corporate rider \_\_\_\_\_
10. high-flying \_\_\_\_\_
11. state-owned \_\_\_\_\_
12. law \_\_\_\_\_
13. manufacturing \_\_\_\_\_
14. acquired \_\_\_\_\_
15. shipping \_\_\_\_\_
16. employee friendly \_\_\_\_\_
17. telecommunications \_\_\_\_\_
18. insurance \_\_\_\_\_
19. target \_\_\_\_\_

20. trading \_\_\_\_\_

21. subsidiary \_\_\_\_\_

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**Task 6:**

**Translate the following sentences into Polish:**

- 1. This free movement only benefits speculators and tax evaders.**
- 2. This rule also applies to securities issued by[...] other companies, including customers, suppliers and any business partner, listed on any stock exchange, should the employee [...] have privileged information concerning that company.**
- 3. I am the chief high representative of the most important movers-and-shakers on this planet.**
- 4. Today, although the claim adjusters' aid reaches the affected areas relatively quickly, the insurers' knowledge about natural risks comes mainly from customers and ... the media.**

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**Task 7:**

**Identify the words in the pool that may be used with the word 'bank':**

advising	sales	central	potential	limited	remitting	issuing	mortgage
price	sensitive	wholesale	investment	brand	correspondent	prime	
merchant	savings	cooperative	universal	virtual	offshore	branch	

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**Task 8:**

**Identify the words in the pool that may precede the word 'customer':**

corporate	sales	brand	potential	limited	regular	prime	
brand	conscious	middle	price	sensitive	finance	loyal	fringe

**Task 9:**

**Match the English words with their Polish equivalents:**

ENGLISH	POLISH
1. back office	a) część biura przeznaczona do bezpośredniej obsługi klienta
2. front office	b) część biura nieprzeznaczona do bezpośredniej obsługi klienta
3. thriving business	c) dom maklerski
4. auction house	d) dom aukcyjny
5. brokerage house	e) dobrze prosperująca firma
6. department store	f) konglomerat finansowy
7. chamber of commerce	g) dom towarowy
8. financial conglomerate	h) giełda towarowa
9. commodity exchange	i) grupa interesariuszy
10. consumer group	j) hala montażowa
11. stakeholder group	k) inwestor instytucjonalny
12. assembly plant	l) grupa konsumencka
13. institutional investor	m) izba handlowa
14. market leader	n) lider w swojej branży
15. industry leader	o) lider na rynku
16. high street banks	p) spółdzielnia mieszkaniowa
17. cut-price supermarket chain	q) największe banki
18. housing co-operative	r) spółdzielnia rolnicza
19. agriculture co-operative	s) holding bankowy
20. bank group	t) organ wykonawczy
21. executive body	u) sieć tanich supermarketów

**Task 10:**

**Match the definition to the word or phrase:**

Word	Definition
1. white knight	a) corporate raider who makes an acquisition bid deemed unwelcome by the target firm's management.
2. black knight	b) party that appears with a more palatable offer for taking over a firm when another entity has already made a bid deemed unwelcome by the target firm's management.
3. chamber of commerce and industry	c) a term that describes market participants that have recently entered a market or industry sector.

4. new entrant	d) association of businesses of a city, region, or country formed to protect and promote the economic interests of its members through legislative and other means.
5. flat organization	e) an administrative body for a small geographic area, such as a city, town, county, or state.
6. sleeping beauty	f) an organizational structure in which most middle-management levels and their functions have been eliminated, thus bringing the top management in direct contact with the frontline salespeople, shop floor employees, and customers.
7. tall organization	g) a type of non-profit business that employs people and earns income in order to help address perceived social or environmental issues
8. social enterprise	h) pyramid-type organization that has relatively large number of levels in its hierarchy of authority. opposite of flat organization.
9. local government	i) unincorporated business with two or more co-owners called general partners.
10. general partnership	j) a corporation that at one time was planning on initiating a hostile attempt on a company, but instead decides to propose a merger deal between the two.
11. yellow knight	k) firm ripe for takeover but not known well enough to arouse a suitor's interest.

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**Task 11:**

**Translate the following sentences into Polish or English:**

1. Gary was tired of being a pen pusher, so he decided to quit and start his own business.
2. Świeża krew to jest to czego potrzebuje nasza firma, aby odbić się od dna.
3. Przedpłacone środki pieniężne przelane na kartę mogą[...] być użyte przez posiadaczy kart w uczestniczących detalicznych placówkach handlowych na zakupy i wypłaty z bankomatów na całym świecie.

4. Some rainmakers push for deals earlier than the holiday season.
  
5. Bohaterem pierwszej okładki był Dariusz Przywieczerski, potentat biznesu z przejściowej epoki PRL/RP.
  
6. Sygnalista w sprawie American Analytics ukazał nieznane nikomu do tej pory fakty.
  
7. He's our key account; we have to do everything he wants.