

## Lesson 2: Company structure

<b>Group size:</b> any, also one-to-one
<b>Level:</b> pre-intermediate upwards
<b>Necessary material:</b> one or more sets of Business Top Trumps cards (depending on the number of students), plus one copy of the worksheet and blank organogram per student
<b>Additional material:</b> white board; board markers; sticky tape

This lesson plan looks at company structure.

There are three main tasks in this lesson plus one extension task:

1. Students are asked to read and understand the cards and decide where each person (card) fits in an organogram.
2. Using the expressions provided, the students talk about each employee's responsibilities within the company and who each person works with.
3. Building on the two previous tasks, students talk about the structure of their own company or department, and specifically about their own responsibilities within it.
4. In this extension task, more advanced students should write texts for the three 'missing' cards/positions on the completed organogram.

### Organogram

There are two alternative ways to do this task.

**Version A:** The students work in small groups. Give one copy of the incomplete organogram to each group, plus a set of Business Top Trump cards and get them to fill it in. When they have done this to the best of their abilities, the groups should compare how they have filled in their organograms and make any changes.

**Version B:** Draw the outline of the organogram on the board. Deal the cards out to the students, or simply spread them out on the table in front of them, and ask the students to decide where each card might fit into the organogram. Use a removable sticky tape or reusable adhesive putty such as Bostik BluTack to stick the cards on the organogram on the board. This more kinesthetic version of the task will work best if you have a small number of students.

### Who works with whom?

Make sure the students understand the expressions in the box. Read the example sentences and then ask them to write at least four more about the way the employees are connected.

### In my company / department

This personalization task asks the students to relate what they have looked at and talked about so far to their own work situation. If they work in a small company ask them to think about their whole company and what the organogram would look like. If they work in a large company, ask them to describe the structure and working connections within their department. The students should each draw a diagram that includes their own job or position and share the information with other students by explaining their diagrams. Encourage them to ask each other questions, e.g. who do you report to? What are you responsible for?

To complete this task, students write a text or a few sentences about their own position.

### Extension

Using the texts on the Business Top Trumps cards as a model, more advanced students, those with a better level of English, and those who need to practise writing skills, think up names for the people who hold the three positions on the 'missing' cards and invent and write a text of approximately 60 words for each 'card'. The texts should contain information about the invented person's work life, personality, problems, private life, personal situation, background, hopes and wishes. Use the cut-out card templates provided.

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### 1 Organogram

Decide where the cards fit in the organogram.

**organogram** countable noun /ɔr'gæni,græm/

a drawing or plan that gives the names and job titles of all the staff in an organization or department, showing how they are connected to each other

(Taken from) Macmillan Dictionary Online © Macmillan Publishers Limited 2009-2013

### 2 Who works with whom?

Read the example sentences and then write more.

#### Useful expressions

*responsible for*

*report to*

*liaise with*

*work under*

*work for*

*work in (a team, department)*

*in charge of*

Examples:

Ivy is responsible for the lunches in the canteen.

Yuri and Nicole report to Murat.

Andi liaises with Jasmine.

Lee works under Ralph.

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### 3 In my company / department

Does your company structure look like this? Draw a diagram that includes your own position in the box below. Talk about how your company or department is structured and who works with whom. Ask questions, e.g. Who do you report to? What are you responsible for?

Then write a few sentences about your own position.

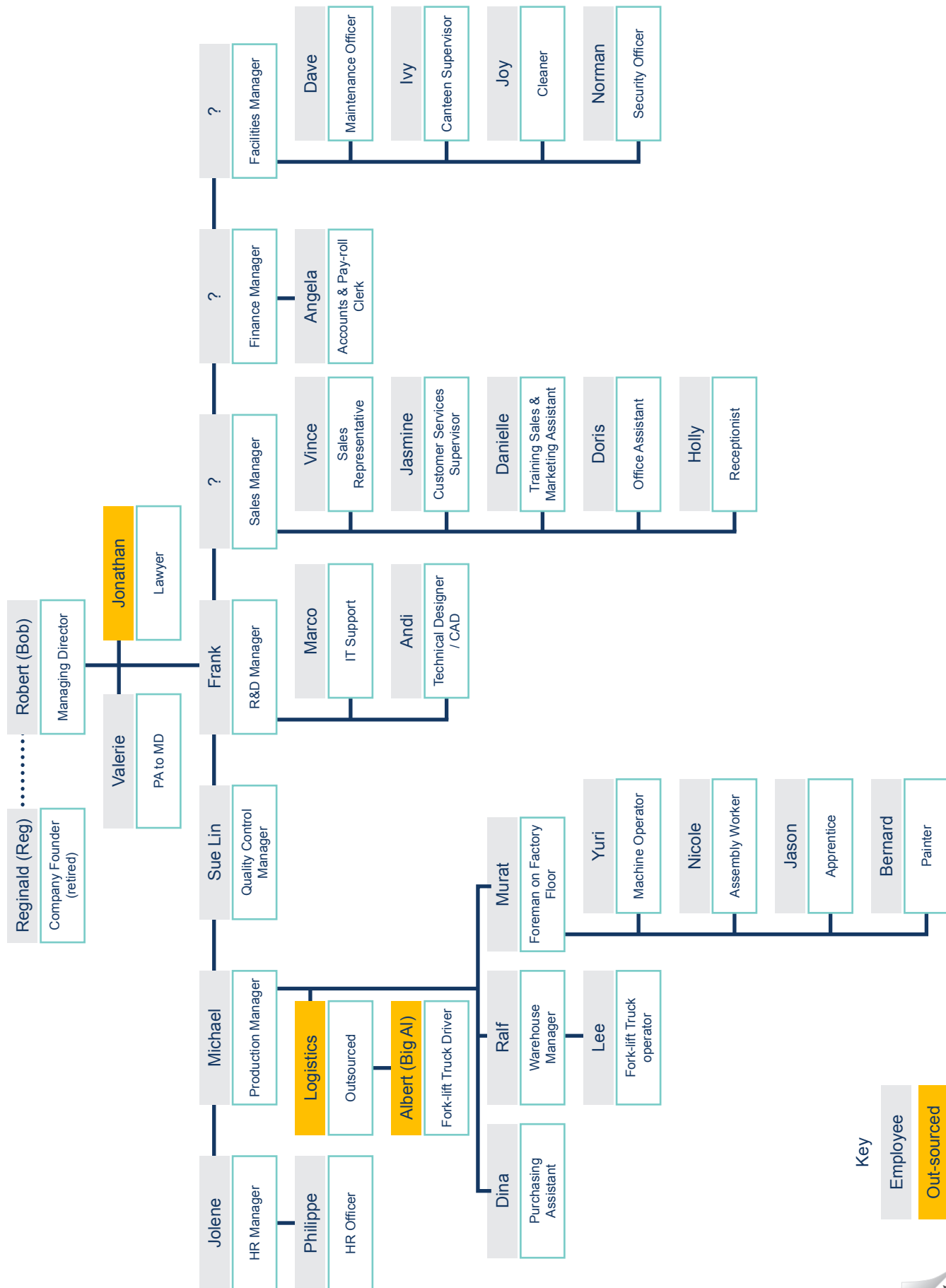


### 4 Extension

Invent and write the texts for the three missing cards:

- Sales Manager
- Finance Manager
- Facilities Manager





Key

Employee

Out-sourced

<p><b>Sales Manager</b></p> <p>[Blank area for drawing]</p> <p>Rank (in company)</p> <p>Earnings</p> <p>Promotion chances</p> <p>Years in company</p> <p>Stress level</p>	<p><b>Finance Manager</b></p> <p>[Blank area for drawing]</p> <p>Rank (in company)</p> <p>Earnings</p> <p>Promotion chances</p> <p>Years in company</p> <p>Stress level</p>
<p><b>Facilities Manager</b></p> <p>[Blank area for drawing]</p> <p>Rank (in company)</p> <p>Earnings</p> <p>Promotion chances</p> <p>Years in company</p> <p>Stress level</p>	

