

The background features a light blue gradient with various abstract shapes in green, yellow, and purple. A central rectangular box with a light orange-to-yellow gradient contains the text. The text is in a bold, blue, sans-serif font, arranged in five lines.

**IN A
COMPANY(OFFICE).
COMPANY
STRUCTURE.
MANAGEMENT
STYLES.**



KIND OF COMPANIES

- **Unlimited**
- **Limited**
- **Joint-stock**
- **Merchant**
- **Registered**
- **Private**
- **Branch office**

OFFICE EQUIPMENT

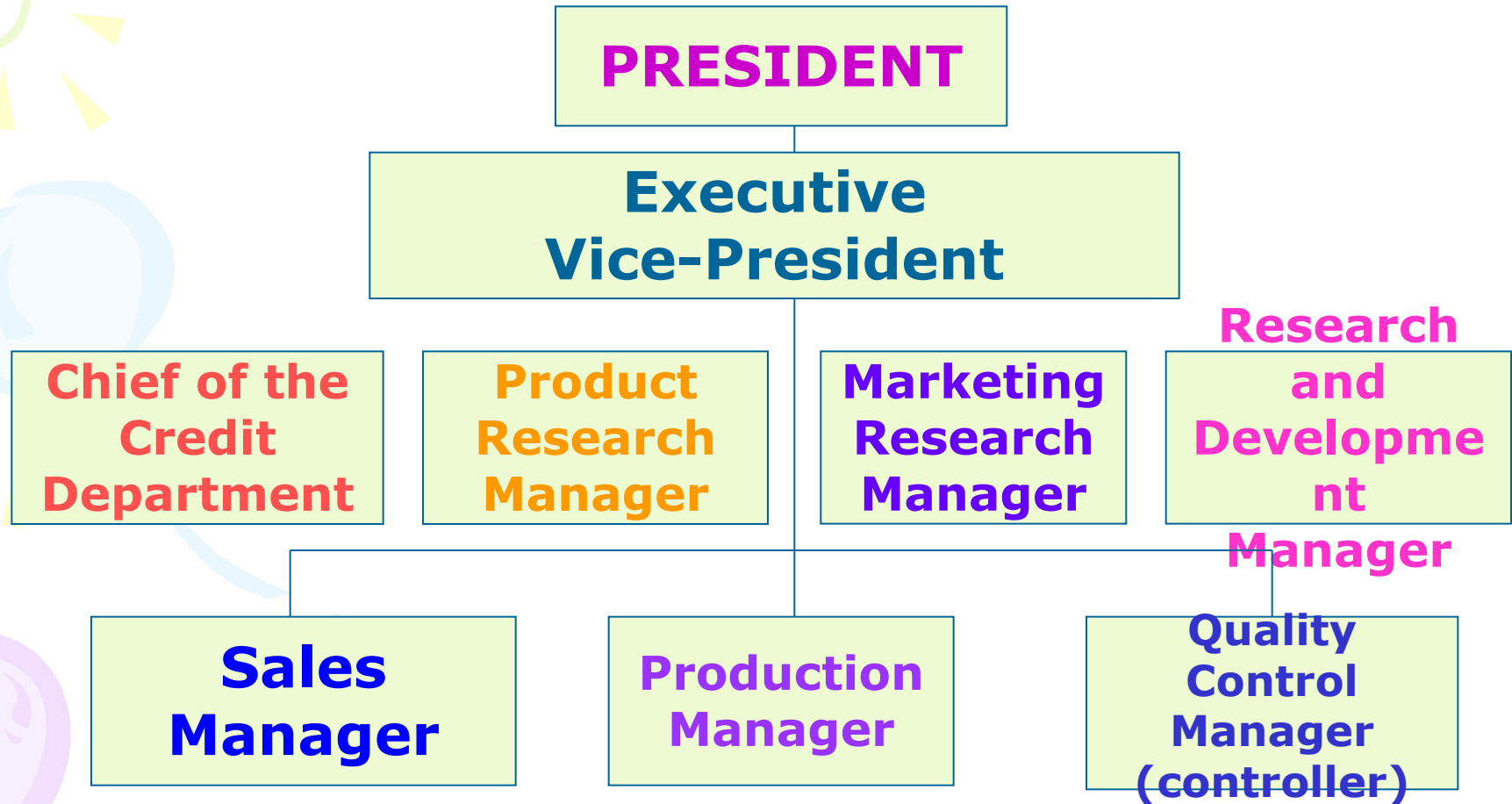
- ◆ DIARY
- ◆ PHONE
- ◆ BOOKCASE
- ◆ FILING CABINET
- ◆ TABLE LAMP
- ◆ SWIVEL CHAIR
- ◆ TABLE
- ◆ DESK
- ◆ CLOCK
- ◆ COMP
- ◆ PHOTOCOPIER
- ◆ TRASH BIN
- ◆ YEAR PLANNER
- ◆ NOTEPAD
- ◆ SCOTCH TAPE
- ◆ PAPER CLIPS
- ◆ CLIPBOARD
- ◆ THUMB TACKS
- ◆ FOLDERS
- ◆ STAPLER
- ◆ COFFEE MACHINE
- ◆ MINERAL WATER



POSITIONS IN A COMPANY

- **DIRECTOR**
- **BOARD (OF DIRECTORS)**
- **CHAIRMAN**
- **PRESIDENT**
- **ACCOUNTANT**
- **MANAGER**
- **SECRETARY**
- **AUDITOR**

ORGANIZATIONAL CHART OF A COMPANY



A decorative graphic on the left side of the slide featuring three balloons in light green, light blue, and light purple, with yellow streamers and triangular flags trailing from them.

THE BOARD OF THE COMPANY DIRECTORS

- **MANAGING DIRECTOR**
- **FINANCIAL DIRECTOR**
- **MARKETING DIRECTOR**
- **PRODUCTION DIRECTOR**
- **PERSONNEL (STAFF)
DIRECTOR**

HOW DO YOU MANAGE YOUR TIME

1. A CHALLENGE

2. MAINTENANCE

3. PAPERWORK

4. A REPORT

5. TO TACKLE

6. TO UPDATE

7. RECORDS

8. TO FOCUS

- a. Written documents containing info about the past
- b. To deal with
- c. Work involving written/printed documents
- d. To review and include recent changes
- e. A piece of writing info on a particular subject
- f. A difficult but exciting thing to do
- g. To pay special attention
- h. Keeping equipment in good condition

PROBLEM SOLUTION

- **The profit of the company has recently dramatically decreased. What are the reasons for such a situation?**