

The background features a white base with several abstract, colorful shapes. There are green curved lines at the top, yellow triangular shapes scattered throughout, and purple and blue curved lines at the bottom. A large, semi-transparent rectangular box with a light pink-to-yellow gradient is centered on the page, containing the text.

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



# **KIND OF COMPANIES**

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

# OFFICE EQUIPMENT

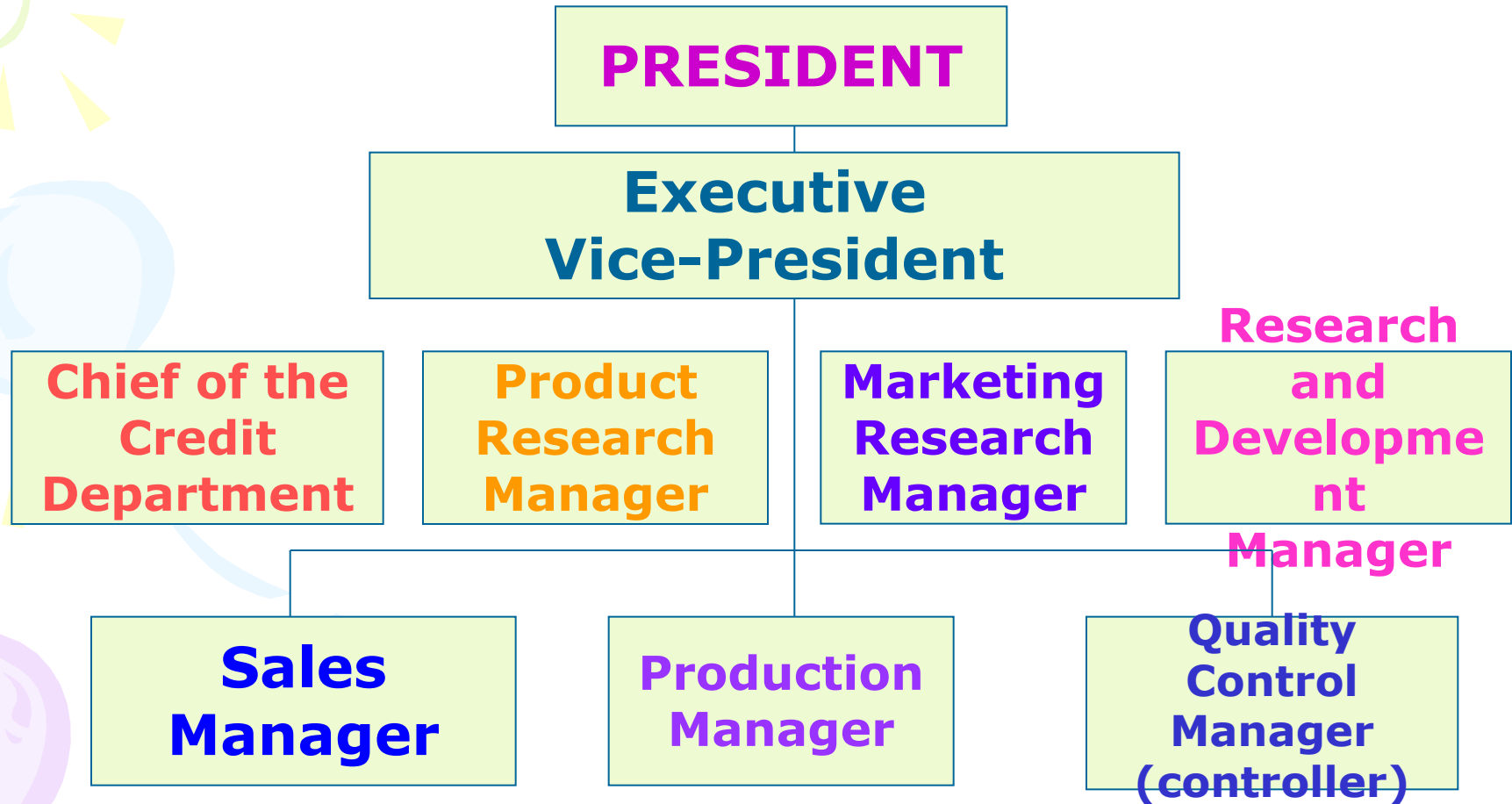
- ◆ DIARY
- ◆ PHONE
- ◆ BOOKCASE
- ◆ FILING CABINET
- ◆ TABLE LAMP
- ◆ SWIVEL CHAIR
- ◆ TABLE
- ◆ DESK
- ◆ CLOCK
- ◆ COMP
- ◆ PHOTOCOPIER
- ◆ TRASH BIN
- ◆ YEAR PLANNER
- ◆ NOTEPAD
- ◆ SCOTCH TAPE
- ◆ PAPER CLIPS
- ◆ CLIPBOARD
- ◆ THUMB TACKS
- ◆ FOLDERS
- ◆ STAPLER
- ◆ COFFEE MACHINE
- ◆ MINERAL WATER



# **POSITIONS IN A COMPANY**

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

# ORGANIZATIONAL CHART OF A COMPANY



The background features a white surface with decorative elements on the left side, including a large light green balloon at the top, a light blue balloon in the middle, and a light purple balloon at the bottom. Small yellow triangular confetti pieces are scattered around the balloons.

# **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?**