

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

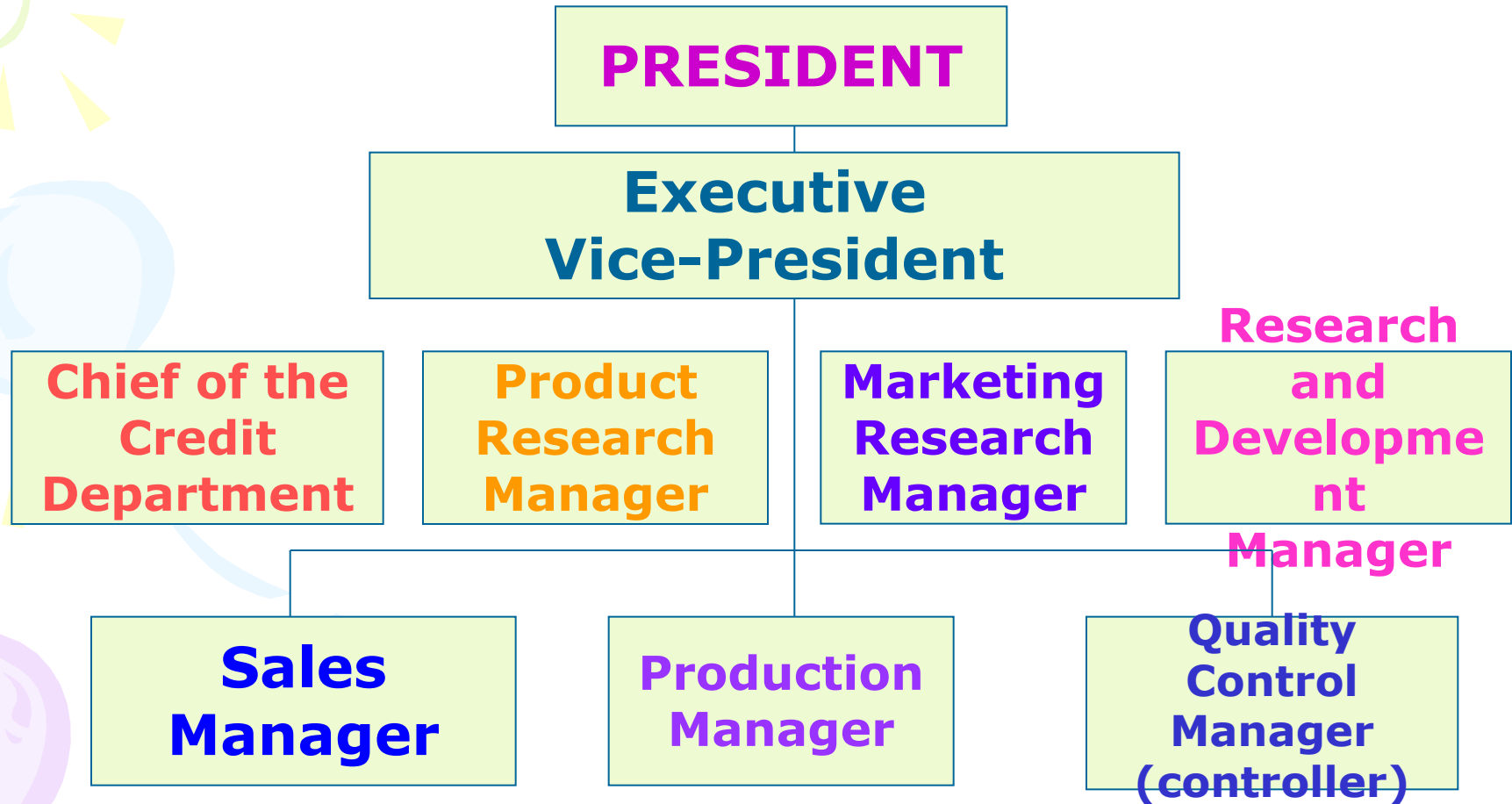
- ◆ DIARY
- ◆ PHONE
- ◆ BOOKCASE
- ◆ FILING CABINET
- ◆ TABLE LAMP
- ◆ SWIVEL CHAIR
- ◆ TABLE
- ◆ DESK
- ◆ CLOCK
- ◆ COMP
- ◆ PHOTOCOPIER
- ◆ TRASH BIN
- ◆ YEAR PLANNER
- ◆ NOTEPAD
- ◆ SCOTCH TAPE
- ◆ PAPER CLIPS
- ◆ CLIPBOARD
- ◆ THUMB TACKS
- ◆ FOLDERS
- ◆ STAPLER
- ◆ COFFEE MACHINE
- ◆ MINERAL WATER



POSITIONS IN A COMPANY

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

ORGANIZATIONAL CHART OF A COMPANY





THE 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?**