

1 Reading comprehension.

Jonas Ott has just started a six-month work placement at Russell Engineering, a large company in York, England. On his first day, Jonas finds an email from Ms Hunt, the Personnel Manager, in his mailbox. Read the email.

- A) Decide whether the statements below are true or false and correct the false statements.
 B) Based on Ms Hunt's email, draw an organization chart showing the heads of the different departments at Russell Engineering.

From: d.hunt@russell...uk

To: j.ott@russell...uk

Subject: information on Russell's organization

Dear Jonas,

As I will be on a two-week seminar when you start your internship at our company, I thought you might like a short overview of the company and the people you will be working with for the next six months.

Well, starting at the top, there is the Managing Director, Mr Russell. He oversees six different departments. One of the departments is HR, where I work as the Personnel Manager. There is also Sarah Simons, my Personal Assistant. The Head of HR is my boss, Ms Lee.

Then we have a Production department, led by Mr Martin. Also in this department we have Ms Bunt, the Warehouse Manager and Mr Bennett, our experienced Production Manager. Mr Bennett is in charge of Ms Fisher and Mr Miles, and also of Mary Harrison, a Junior Assistant. Our Engineering department is led by Mr Ferguson who is assisted by two Chief Engineers, Ms Fletcher and Mr Phelan. We have 16 Junior Engineers, including John Walters and Felix Brown, who all report to the Foremen, Frank Schwarz and Ken Wooton.

Moving on to the Advertising department, we have Mr Morgan, the Advertising Clerk who reports to Dave Kelly, the company's Marketing Manager. Fiona Brown is the Sales Representative; she and Emma Millany, the Sales Assistant, report to Sales Manager Ms Morris. They all belong to the Sales and Marketing department which is under the leadership of George Fowler. Our small Legal department is run by Susan Glider, who reports directly to Mr Russell.

And finally, there are the people who deal with the numbers, such as keeping an overview of what the company spends and earns: Mr Shaun's Finance department. Mr Shaun is supported by our new Accountant, Ben Smith, who reports to Finance Manager Betty Davis.

I hope this helps. If you have any questions, just call Sarah. She will be happy to help you until I get back.

Best wishes,

Doris Hunt

Statements	True	False
1. Frau Hunt ist die Geschäftsführerin von Russell Engineering.		X
2. Herr Bennett untersteht Herrn Martin.	X	
3. Herr Ferguson ist der Vorgesetzte von Herrn Phelan.	X	
4. Herr Schwarz und Herr Wooton sind Junior Engineers bei Russell.		X
5. Frau Morris arbeitet für George Fowler.	X	
6. Die Finanzabteilung verfolgt Einkünfte und Ausgaben der Firma.	X	
7. Ben Smith arbeitet schon lange bei der Firma.		X

2 Useful language when describing a company's organization

English	German
This department is responsible for the firm's accounts / ... for paying the company's bills (for + Nomen oder Verb in der -ing-form!).	Die Abteilung zuständig für die Finanzen
It takes care to ... / Its job/responsibility is to ... / Its work involves dealing with customer complaints / purchasing raw materials / ... (involve + Verb in der -ing-form!).	
The head of department oversees all operations.	
(Name) is in charge of the ... department.	
(Name) reports to the head of department / the CEO / (Name).	Name untersteht dem CEO / der Abteilung
(Name) is responsible to the CEO.	
(Name) is responsible for the trainees.	Name ist für die Auszubildenden zuständig

3 Choose the correct company department to complete the definitions below.

Production • Human Resources (HR) • Purchasing • Quality Control • Logistics • Sales & Marketing • Research & Development (R&D) • Customer Service

- _____ is responsible for recruiting and training new employees.
- _____ is in charge of developing new products for the company.
- The _____ department buys the raw materials for the company.
- _____ is responsible for distributing the finished products to the customers.
- The _____ department is the one that actually makes the products.
- The _____ department makes sure that the finished products are not damaged.
- _____ is in charge of selling and advertising the company's products.
- _____ is responsible for dealing with any problems the customers may have with the products.

4 Asking and understanding questions about employees' tasks and activities.

Give the German or English version of the questions, respectively. Identify the case in the rule (see overleaf) that applies (1, 2, 3 or 4).

	German	English	No.
a	Was macht Frau Brown?		
b		What is Mr Morgan's job?	
c		What duties do Ms Fisher and Mr Miles have?	
d	Welche Zuständigkeiten haben Ms Fletcher und Mr Phelan?		
e		Who is the Head of HR?	
f	Wann wird Frau Hunt von ihrem Lehrgang zurück sein?		
g		Who can Jonas turn to when he has a question?	
h	Warum bekommt Jonas gerade eine E-Mail von Frau Hunt?		
i		What does Mr Russell manage?	
j	Wer ist verantwortlich für Werbung?		
k		Who reports to Ms Lee?	
l	Wen überwacht Herr Bennett?		
m		When did Jonas start his internship?	
n	Wer führt die Firma?		
o		Who instructs the Junior Assistants?	
p		Whom does Mr Ferguson oversee?	
q	Wem unterstehen ... /An wen berichten Fiona Brown und Emma Millany?		
r	Wie viele Abteilungen hat Russell?		
s	Wird Jonas Sarah anrufen?		
t		Has Ms Hunt instructed Sarah to welcome Jonas and show him round the offices?	
u	Hat die Rechtsabteilung viele Mitarbeiter?		
v		What do the Production Assistants do?	
w	Wer untersteht / berichtet an Betty Davis?		
x	Unterstehen die Ingenieure der unteren Ebene den Vorarbeitern?		

Regel zur Fragebildung:

Falls in der direkten Frage

- (1) kein Hilfsverb und
 - (2) keine Form von be steht,
- => so muss (3) eine der drei Formen do / does / did eingefügt werden;

Ausnahme (4):

wenn die Frage sich auf das Subjekt bezieht (das Subjekt ist - im Aktiv - diejenige Person oder Sache, die etwas tut, im Passiv diejenige Person oder Sache, mit der etwas geschieht).
In diesem Fall, d. h. wenn sich die Frage auf das Subjekt bezieht, erfolgt keine Umschreibung mit do/does/did.

Beachten Sie: Wenn ein Hilfsverb oder do/does/did gebraucht wird, so steht das Vollverb immer im Infinitiv. Bsp.: When **does** Peter **have** his driving test?

5 *Beef up your wordpower!*

Find synonyms for:

1. our personnel
2. to be in charge of
3. to report to
4. Managing Director
5. to recruit new employees
6. to purchase products
7. the company
8. to deal with customers
9. trainee
10. income
11. bookkeeping
12. to produce the goods
13. my internship
14. branch ≈
15. supervisor
16. It is our job to ... (e.g., pay the company's bills)