

Unit 5

1. He enquired about the company pension scheme and he wanted to know the trade union representative.
2. I would be extremely grateful if you could confirm our appointment at the time suggested.
3. Take the documents to the accounting/bookkeeping department to the third floor.
4. In the last century, the vast majority of the workforce worked in agriculture with the task of feeding the population.
5. Whom does the Works Manager report to?
6. Siemens invented the dynamo and thus laid the cornerstone of power engineering.
7. Their company has recorded sales (of 20 billion crowns) thanks to reliable and farsighted management.
8. Holzman has passed through all forms of company organization, from individual partnership via limited partnership to public limited company.
9. What recent activities are worth mentioning?
10. Which sector does catering belong to?

1. In large firms the shareholders have very little to do with the day-to-day running of the company.
2. Shareholders can often influence the board of directors only at the annual (shareholders') meeting.
3. Modern offices are usually spacious, better lit and are equipped with air-conditioning.
4. They used economies of scale by buying components in bulk.
5. She has been trying to get through to the head office all morning.
6. Many companies have not survived the high inflationary period.
7. Sales amounted to 1 billion, profits grew fivefold and the firm is free of debt.
8. Industrial assembly line was introduced in the 20's.
9. What changes have taken place in the last 15 years and how have working conditions of women improved?
10. What would it be like if all the bosses in your workplace were women?