



CLIL LESSON

cenario

05

economics
business administration



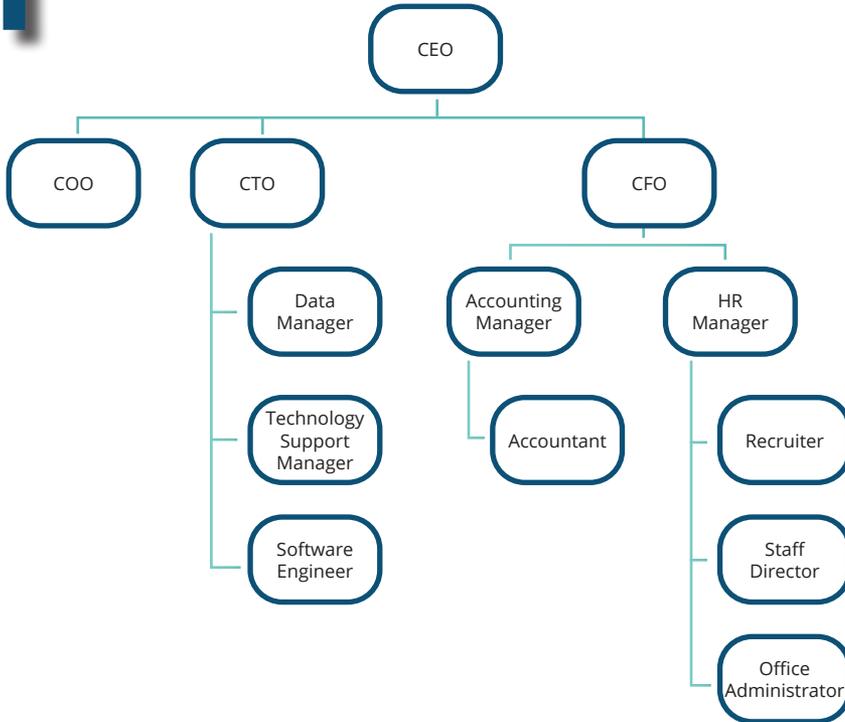
Erasmus+

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



MATCHED

Check this Organizational Chart of a company.
Match the following definitions with the right term from the chart.



1

It's the person who carries out job interviews and decides which candidates are better suited for the position.

ANSWER:

2

It's usually the "second in command" from the corporation. This person usually oversees all business operations in the company.

ANSWER:



MATCHED

3 This person develops the customized computer programs that are required for the company operation.

ANSWER:

4 This person oversees all the tasks related to maintenance and technology development in the business.

ANSWER:

5 This individual will be in charge of the physical office space and its organization. One of his responsibilities will be ordering supplies.

ANSWER:

6 The highest ranked member from the company. Usually a founder or high shareholder, has the final say in business decisions.

ANSWER:

7 This person is trained in bookkeeping and is capable of performing audits or financial statement analyses, among other tasks.

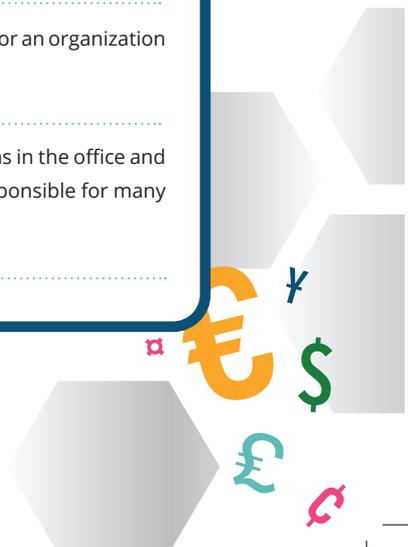
ANSWER:

8 This worker manages technical service-related operations for an organization and oversees IT staff to make sure there are no problems.

ANSWER:

9 The person in this position usually coordinates all the teams in the office and their approach to issuing work. This person is partially responsible for many day-to-day operations in the company.

ANSWER:





MATCHED

10 This person is the overseer from the Human Resources Department and is usually the link between the company management and its employees.

ANSWER:

11 This person typically supervises, tracks and evaluates day-to-day activities. They will also coordinate the company budget and implement reports about the financial status of the business.

ANSWER:

12 This person is responsible for storing, organizing and analyzing all the information from the company. This person is also responsible for backups.

ANSWER:

13 This person is the leader from the financial department, and is responsible for most, if not all, of the financial processes and systems. This person typically reports only to the highest ranked person in the company.

ANSWER:



TASK

2

TRUE OR FALSE

Listen / read to this recording depicting a job interview.
Afterwards decide if the following statements are TRUE or FALSE.

TEXT:

Recruiter: Good morning, Mr. Davis. My name is Jennifer Morgan, and I am the HR Manager at our company. Please, have a seat.

Candidate: Good morning, nice to meet you.

Recruiter: Would you like something to drink? Coffee, perhaps?

Candidate: No, I'm good, thank you.

Recruiter: Ok. Did you have any trouble finding the office?

Candidate: The instructions you sent me in your e-mail were pretty straightforward, so it was very easy to find the office. Thank you so much for your assistance in that regard.

Recruiter: You are welcome. So, let's get started already. I was checking your CV earlier and I noticed you have some experience in sales.

Candidate: Yes, I do. had been working for Peterson & Peterson for three years when I was promoted to a different position in the company.

Recruiter: Even though this is not a sales position, as you know, we value that kind of experience. It is very important for us that our employees have some knowledge from all stages of operation in our business.

Candidate: Of course, I agree. As you can see in my CV, I have worked in several lines of work, so I have a good understanding from all of the production processes in companies such as yours.

Recruiter: That's great to hear. By the way, do you know our company and what we do?

Candidate: Well, I have done some research on the Internet so I think I have a general idea about how your business works. I love the fact that you are so environmentally conscious and try to reduce all emissions in your factory processes. That's one of the main reasons that convinced me to apply for this job, actually.

TASK

2

TRUE OR FALSE

TEXT:

Recruiter: We are very committed to environmental protection; it is a priority for us in our production. I can see you are working for Smith and Associates at the moment. Why are you interested in changing positions?

Candidate: Well, sadly, due to budget cuts in the company, my position will probably become redundant in a few months, so I would like to find a more stable career path in the sector before I become unemployed.

Recruiter: I see, that sounds very sensible. Why did you apply for this particular job?

Candidate: Like I said, I did some research on the job position, and I think my skills suit your offer quite well. I am always willing to learn new skills and I believe your company would be a great place to accomplish that.

Recruiter: That's great, you seem very confident about your abilities. What would you say is your biggest weakness, though?

Candidate: I would say I can be too much of a perfectionist. Sometimes I focus too much on little details and fail to see the bigger picture. But I am working in improving that and making sure my performance is not hindered by that at all.

Recruiter: Thank you for your honesty. The position we are offering is already vacant, so how soon would you be able to start if you chose you?

Candidate: I could start in two weeks, more or less. I would have to sort some things out at my current job first.

Recruiter: I understand. Just one more thing, what are you looking for in terms of salary?

Candidate: Actually, I think I would have to know more about the position and the responsibilities I'd have before really discussing the salary. But I'm sure that if this is the right job for me, we can reach an agreement.

TASK

2

TRUE OR FALSE

TEXT:

Recruiter: Yeah, I think so too. Well, I don't want to take more of your time, I think I have what we need. Do you have any questions for me, before we end the interview?

Candidate: Yes. When can I expect to hear from you?

Recruiter: We still have to conduct a few more interviews, but I'm sure we'll give you a definitive answer by the end of this week.

Candidate: That's perfect. Thank you so much for your time.

Recruiter: Thank you so much for coming to this interview. Have a nice day.

Candidate: Thank you, goodbye.

Recruiter: Goodbye.

QUESTION: Are these statements about the job interview you have just listened/read to TRUE or FALSE?

T – True F – False

1 The candidate is applying for a sales position.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

2 The candidate did some research about the company before the interview.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

3 The candidate is unemployed at the moment.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

TASK
2

TRUE OR FALSE

T – True F – False

4 The candidate wants to change jobs because he didn't like his previous position.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

5 The candidate's biggest flaw is that he is too much of a perfectionist.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

6 The candidate could start his new job immediately.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

7 The candidate doesn't want to salary issues during the interview.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

8 The candidate will know if he's been selected for the position in less than a week.

T	F
<input type="checkbox"/>	<input type="checkbox"/>

