



COPRORATE ENGLISH BASICS DIALOGUES AND IDIOMS

4 – WORK PRESENTATIONS – Introducing company's executives

HR Manager (Veera): Hi, welcome in our company **headquarters**, I am Veera NIKELSEN, HR manager. We are very pleased to welcome new co-workers. Our Chairman and **C.E.O.** with us today is Hughes SPARK. He is responsible for the whole company operations. I am turning the floor to him now...

CEO (Hughes): Thank you for organizing and opening this meeting, Veera. Good afternoon everyone, I am glad to have you all here today. **Let's proceed with** our company presentation. Having a look at the **organization chart** you can see the **board of directors** consists of eight members. They gather in a **strategic committee** every two months, and meet our **shareholders** once a year during the annual **AGM**. My closest collaborators are Gary ADAMS, **Vice-President** of the company and Patesh AKMIN **General Managing director** sitting on my left. Patesh, would you like to follow on and introduce our different **department managers**?

General Managing Director (Gary): Sure Tony...thank you. Hi everyone, we are now addressing the group's **support functions**. Our **personnel department** is represented by Veera NIKELSEN.

The **accounting department** administered by Roberto RODRIGO our **C.F.O.**, the **sales and marketing department** managed by Laura MARTIN.

You will also notice that both **production and purchase departments** are **supervised** by Charles COHEN **assisted by** Jennie JENKINS.

In charge of our **R&D department**, Andy THOMAS has provided our group with winning **innovations** for the last ten years.

Our **C.I.O.**, Gerald AUGUSTIN, **oversees** our **IT Communication department**.

the headquarters (n.pl.) : le siège social

the chairman (n.) : le président

the C.E.O. : Chief Executive Officer (n.) : Président Directeur Général

the C.F.O. : Chief Financial Officer (n.) : Directeur Administratif et Financier (.D.A.F)

the C.I.O. : Chief Information Officer (n) : Directeur des systèmes d'information (IT)

the organisation chart (n.) : l'organigramme

the board of directors (n.): le comité de direction

the vice president (n.) : Le vice-président

the general managing director (n.) : le directeur général

the strategic committee : le comité / la réunion stratégique

the support functions (n.pl.) : les fonctions support

the personnel department (n.) : le service du personnel

the accounting department (n.) : le service comptabilité

the sales and marketing dpt. (n.) :

le département Ventes et Marketing

the production & purchase dpt. (n.) : le département Achats et Production

the R&D : Research and Development dpt. (n.) :

le département de recherche et développement

the IT Communication dpt. (n.) : le département Informatique et communication

the general and technical services (n.pl.): les services généraux

the AGM : l'Assemblée générale annuelle

a manager (n.) : un responsable

a department (n.) : un département, un service

a department manager (n.) : un responsable, un directeur de département

a collaborator – a colleague (n.) : un collaborateur, un collègue

an innovation (n.) : une innovation

a facility(n.) : une installation

responsible for (adj.): responsable de

in charge of (adj.) : en charge de

to turn the floor to (v.) : passer la parole à

to gather (v.) : (se) rassembler, (se) réunir

to consist of (v.) : se composer de

to introduce (v.) : présenter, introduire

to manage (v.) : gérer, diriger



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And finally Ruddy BILLARD is **responsible for** **General and technical services.**

to supervise / to oversee (v.) : supervisor
to show someone around (v.exp.) :
faire visiter quelqu'un

CEO (Hughes): Thank you for this presentation, Patesh.

Any comments or questions...? None? Okay then...

Very well, Veera is now going to **show you around** the company building and important **facilities** such as our 100% organic **company restaurant!** Please enjoy your tour and again welcome to Wellness Inc.!

such as (conj.): tel(le) que