



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.

the headquarters (n.pl.)
the chairman (n.)
the C.E.O. : Chief Executive Officer (n.) **the C.F.O. :**
Chief Financial Officer (n.)
the C.I.O. : Chief Information Officer (n.)
the organisation chart (n.)
the board of directors (n.)
the vice president (n.)
the general managing director (n.)
the strategic committee
the support functions (n.pl.)
the personnel department (n.)
the accounting department (n.)
the sales and marketing dpt. (n.)
the production & purchase dpt. (n.)
the R&D : Research and Development dpt. (n.)
the IT Communication dpt. (n.)
the general and technical services (n.pl.):
the AGM

a manager (n.)
a department (n.)
a department manager (n.)
a collaborator – a colleague (n.)
an innovation (n.)
a facility(n.)

responsible for (adj.)
in charge of (adj.)

to turn the floor to (v.)
to gather (v.)
to consist of (v.)
to introduce (v.)
to manage (v.)
to supervise / to oversee (v.)
to show someone around (v.exp.)
such as (conj.)



HYPNO**LANGUE**
Learn english faster & easier

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**.

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

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.!