



Your Company Tour

With a partner you are going to create your own company which you will present in the form of a tour of your premises.

Choose one of the following businesses to make your own company:

Organic Dairy farm

Film studio

Restaurant chain

Estate Agents

Cruise holiday operator

A touring ballet company

Online office supplies retailer

...your own idea

Think about the key information for your company and make notes:

- Company name:
- When it was founded:
- Purpose:

- Location

- Company premises

- Company departments

- Staff

- Current projects:

You are going to give a guided tour of your company. Use the vocabulary on the next page to help.

- Present your company and what it does using your notes above. Invite questions from your guests who are potential clients.
- Talk about current projects – what is happening now, what are you changing/developing/building?
- Take us to three different places (departments/offices/outlets). Describe what they do.
- Introduce an employee and say *what they do* and *what they are doing now* for each department.

Make your own business cards for your company. Information required:

- Company Name
- Your name
- Your job title
- Phone numbers
- Email address
- Website

Information exchange

Find someone from a different company and exchange information. Make sure you spell names and email addresses. When you have given all your information check that your partner has written everything correctly.

VOCABULARY

- Purpose

Verbs: Provide, supply, offer, organise, promote, deliver, operate, buy, purchase, sell, finance, advertise, train, install, prepare, deal with, run, transport

- Location

Adjectives: International, oversees, national, regional, local

- Company premises

Nouns: Headquarters, Branch, Office, Outlet, Factory/Plant, Warehouse, Call Centre, Subsidiary, Venue

- Company departments

Nouns: Finance, Sales & Marketing, HR (Human Resources), IT (Information Technology), Customer Services, Public Relations, Communication, Production, Logistics, R & D (Research and Development), Legal

- Staff

General: Personnel, Employees, Workers, Operators, Staff members, Agents

Job titles: CEO, Director, Head of Department, Manager, Assistant Manager, Project Manager, Personal Assistant, Technician, Secretary, Caretaker

- Current projects:

Time expressions: At the moment, Now, Currently, This year/month/week

Verbs: build, develop, improve, introduce, launch, prepare, open, organise, writ