

7 Organisational structure – Part 1

Name: _____ Class: _____ Date: _____

Vocabulary 词汇

Write each word three times. 把每个单词抄写三遍。

English	中文	Write it 3 times (English)
organisational structure	组织结构	_____
hierarchy	层级	_____
chain of command	指挥链	_____
span of control	管理幅度	_____
tall structure	高层结构	_____
flat structure	扁平结构	_____

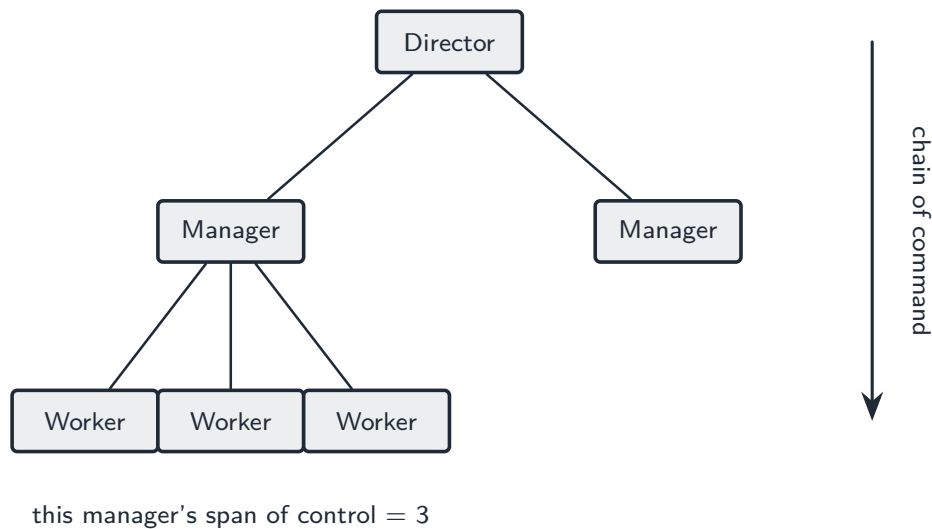
Recall

Every business has to arrange its people. The **organisational structure** 组织结构 shows who does what and who reports to whom.

New ideas

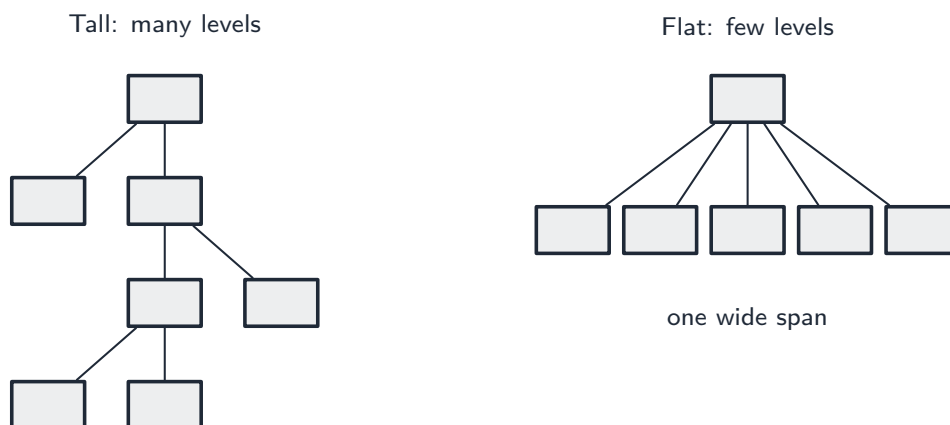
Read these first, then do the Practice.

- 1 Three words for structure



- a **hierarchy** 层级 is the set of levels, from the top down to the workers;
- the **chain of command** 指挥链 is the line orders pass down;
- the **span of control** 管理幅度 is how many staff one manager is directly in charge of.

■ 2 Tall vs flat



- a **tall structure** 高层结构 has many levels and narrow spans — orders travel slowly;
- a **flat structure** 扁平结构 has few levels and wide spans — managers must trust staff more.

Watch out: span of control = how many staff one manager *directly* controls. A *tall* structure has many levels and *narrow* spans (orders travel slowly); a *flat* one has few levels and *wide* spans (managers must trust staff more).

Practice

Try these in order.

7.1 What does an *organisational structure* show? [1]

7.2 What is the *chain of command*? [1]

7.3 A manager is directly in charge of 5 staff. What is her *span of control*? [1]

7.4 Does a *tall* structure have many levels or few? [1]

7.5 Give one drawback of a tall structure. [1]

7.6 Challenge. A firm removes a layer of middle managers, making its structure flatter. Explain one benefit and one drawback of this. [2]
