

2 Structure and recruitment – Part 2

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)		
organisation chart	组织结构图	_____	_____	_____
responsibility	责任	_____	_____	_____
authority	权力	_____	_____	_____
Recruitment	招聘	_____	_____	_____

Recall

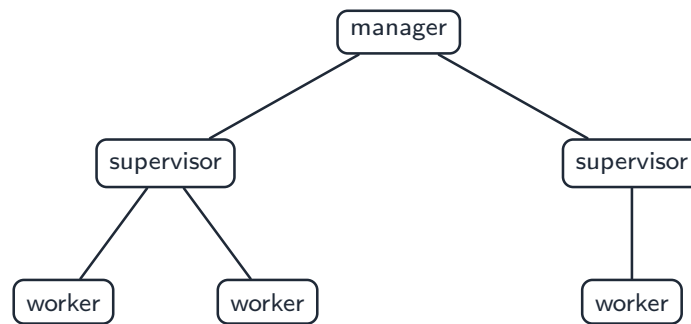
A business organises its people into a structure, and must hire the right ones.

New ideas

Read these first, then do the Practice.

■ 1 Organisation chart

An **organisation chart** 组织结构图 shows who reports to whom:



Higher up means more **responsibility** 责任和 **authority** 权力.

■ 2 Recruitment

Recruitment 招聘 is finding and hiring new workers:



Watch out: on an **organisation chart**, higher up means more **responsibility** and **authority**. **Recruitment** runs in order: advertise → applications → shortlist → interview → appoint.

Practice

Try these in order.

2.6 What does an organisation chart show? [1]

2.7 Who has more authority — a manager or a worker? [1]

2.8 What is *recruitment*? [1]

2.9 What is usually the first step in recruiting? [1]

2.10 Why might a business interview applicants? [1]

2.11 Challenge. Put these recruitment steps in the right order: interview, job advert, shortlist, appoint, applications. [3]