

# 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

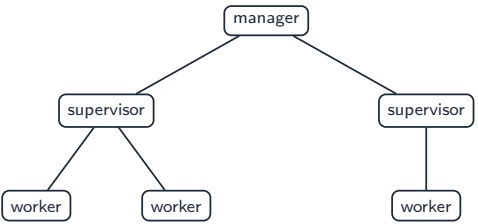
A business organises its people into a structure, and must hire the right ones.

## 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]

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

[3]