

Prepositions

5 Complete the electronic newsletter by using each preposition once.

alongside as at in on under

✉ INBOX REPLY ◀ FORWARD ▶

This month Warndar News is delighted to welcome Sam Shenton, our new intern. Sam, who comes from Boston, joins the Marketing team and will be working (1) alongside Jake Smith and Saidah Hussain. Andy Highlands has moved from R&D. He is now working (2) at IT Manager Roxane Pawle in IT & Technical Support. He replaces Fred Staples, who retired last month. Good move, Andy! News of Jackson Tyler, our former IT Manager: after transferring to Washington and working (3) in Head of IT (4) at Sterns & Lowe, Jackson is now back in San Antonio. He was hired immediately, but only to work (5) at an Internet café. Jackson tells us it's just a temporary demotion; he is also working (6) on a business plan for a new social networking site. We wish him the best of luck!

Discussion and presentation

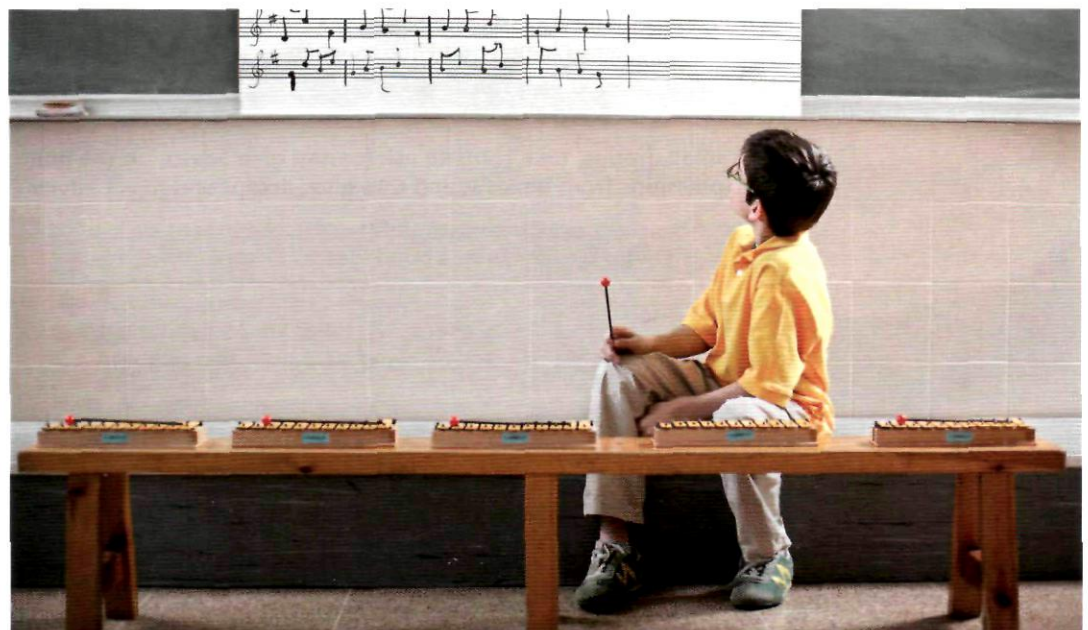
6 Work in groups of three. You want to open a private music school that offers music lessons to people of all ages. Decide:

- who is responsible for the areas in the box below.
- how many extra staff members you will need.
- who everyone reports to.

Draw an organigram of the company structure using the words from the box.

accounts advertising CD and music library cleaning and maintenance discipline
educational policy instrument repairs insurance legal questions organizing concerts
planning timetables public relations purchasing quality and complaints
reception and office recruiting teachers registrations salaries sound systems
transport and logistics

7 Work with a partner from a different group. Present your music school's organization using relevant phrases and vocabulary from the previous exercises.



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on a day-to-day basis
organigram
predecessor
take over

Defining words

8 With a partner, practise defining words relating to work organization.

Student A: turn to page 114.
Student B: turn to page 118.