

## PRÉSENTER SON ENTREPRISE

### Giving the history of your company

We were **founded / set up / established** in 1981.

We **merged** with X company in 1990.

We **set up** a subsidiary in the UK.

The subsidiary was **sold off** two years after and the remaining company was **split into** five different **divisions**.

We **floated** on the stock exchange last year, and we are now **listed** on the London Stock Exchange.

### Talking about your products and services

We **make / produce** packaging material.

We **manufacture** car engines.

We **supply** paper products.

We **launched** a new washing powder last month. It has **revolutionised** the washing process. We have **pioneered** new ways of reducing energy costs in domestic appliances.

We are **researching** new products for the home entertainment industry. We hope to **roll them out** early next year.

We are **developing** new software for the internet. Our R&D department is working closely with our **international partners**.

### Company performance

We are the **market leaders** in three countries.

We have **expanded** our operations.

Our company has **grown by** one-third.

We make **annual profits** of \$1 million.

Our **turnover** is **in excess of** \$2 million.

### Company structure

At the head is the **President**, or **CEO**, Mr Smith.

Below the President is the **Managing Director**, who has **overall responsibility** for the **day-to-day running** of the company.

The company is **divided into** different **departments**, each with its own director. The Marketing and Sales department **consists of** the sales team, and customer services.

The Administration department also **includes** Human Resources.

We **employ** more than 2000 people worldwide.

We are on the 4th floor, have a **large office** with many desks and chairs, and we also have a coffee area and small kitchen for lunch. It is **well equipped** with lots of computers, faxes, scanners and projectors...

We have 12 branches, all **based** in Thailand.

There are eight **departments** in all, but I work in the accounts department.

## Responsibilities

I **report to** the Marketing Manager.

I **deal with** customer enquiries.

We work closely with the sales team, who are **in charge of** customer accounts.

We **co-operate with** our offices worldwide.

We have more than one **branch** in some countries.

We are **responsible for** the Chinese market.

I **manage** a team of 5 people.

There are 12 people in my department. Somchai **is in charge of** corporate accounts, while I **deal mostly with** auditing.

My department **deals with** the accounting and auditing needs of the company.