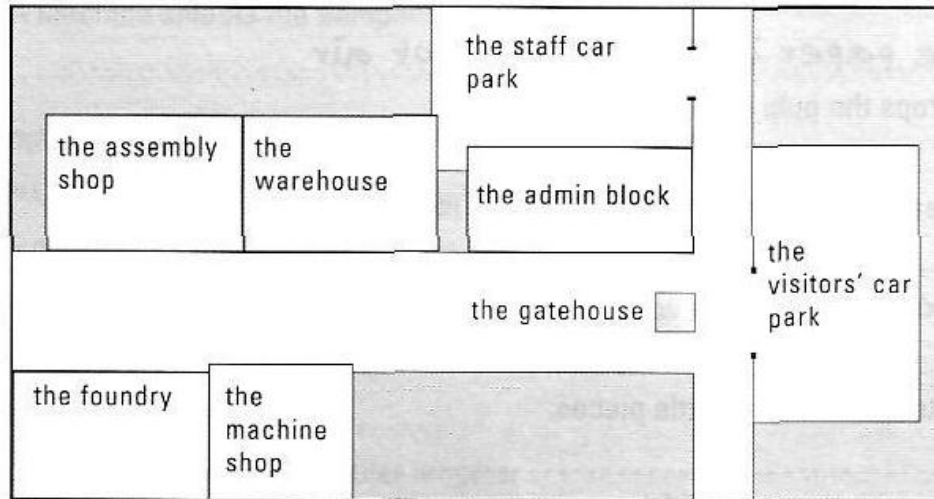


INTRODUCTION TO BUSINESS ENGLISH: COMPANY VISIT

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7 Fill in the gaps with a preposition (or prepositions) to show location.



- a The warehouse is the assembly shop and the admin block.
- b The foundry is the machine shop.
- c The gatehouse is the entrance to the visitors' car park.
- d The staff car park is the admin block.
- e The warehouse is the machine shop.
- f The admin block is the warehouse.

Office Layout

- Describe the office layout in PLA building.

- What departments does a company usually have?
- HRD
- Logistics
- Marketing/Sales
- Public Relations
- Production

General Manager's Office game

- Work in groups of three.
- Each group will receive information sheets about an office plan.
- Aim: to discover where the General Manager's office is.
- The task:
 1. Read the Information sheet carefully. (NOTE: DO NOT write anything on it). There are 16 rooms described.
 2. Arrange the rooms in the proper order. Work out the Floor plan according to the information given in the Information sheet. Then, decide where the GM's office is in the floor plan.
 3. Write the description of (the location) of the missing room.

Group activities: telephoning project


- Find pairs/groups with the same topic in telephoning project. Discuss the structure and tips. Write the structure on a piece of paper. Do not forget to write the name of the members.

When finished, please submit the structure (one work for one group; thus there are 3 pieces of work in the class)

- Find other students from different groups of telephoning project. Find out the structure and tips.

VERY IMPORTANT: It is your own responsibility to learn other structures.

The class is dismissed once you submit the group's paper.

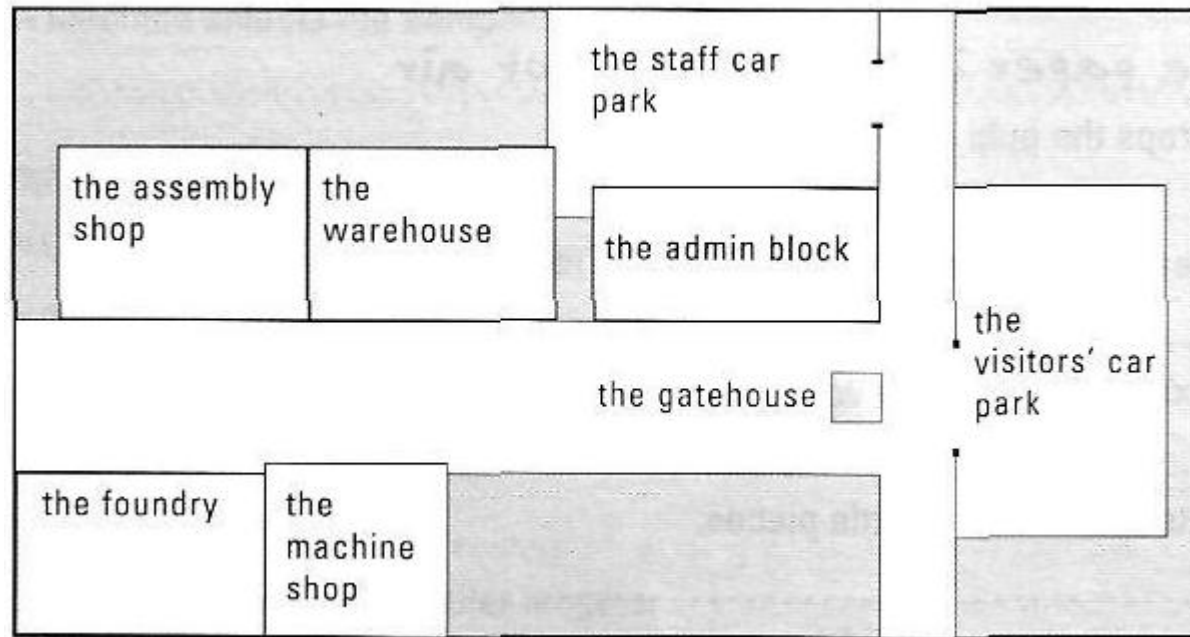
- 
- **ONLY ONE GROUP SUBMIT THE WORK??**
 - **NOW, PLEASE**

Describing the layout

Good morning, everybody. Welcome to IAM Technology. I'm very pleased so many of you could make it here today. My name's Sam Weiss. I'm the Production Manager. **I'd like to show you the layout of the factory** before we go and visit it. As you can see from this diagram, everything is under one roof. We've designed it this way to help the flow of materials and to avoid bottlenecks.

This area here is where we keep our raw materials. **The main production area – our machine hall – is situated next to it.** Maintenance is situated between the stores and the production area. Just to the right of Maintenance, there are steps up to the Lab and the Admin Section. *Process Control is also on the upper level. It's located above the factory floor so that the operators can monitor everything that is going on below.*

Describe the company layout



example

- Dai-ichi Sokuhan Works Co. has three manufacturing lines based on its main products. The area at the front, middle and back in this figure of the first floor is manufacturing lines of ball screws, thread gauges and precision measuring instruments respectively. The factory is also arranged according to the order of the process: The forming step (preparatory step) – in which materials are processed and threads are formed – is carried out on the left side of the factory; finishing processes such as grinding and assembling is carried out in the middle; and inspection and shipment is carried out on the right side. The production control center is the core of manufacturing section. We perform production planning and control the progress of manufacturing processes here. The precision of our products produced through these processes is ensured in the precision measuring room where the temperature and humidity is automatically maintained at 20°C and 50% respectively.

To describe: Christensen axle factory diagram

