

HUMAN RESOURCES	FINANCE	PRODUCTION
SALES AND MARKETING	CHAIRMAN	TRAINING
PENSIONS	BUDGET	WAGES AND SALARIES
PLANT MANAGEMENT	RESEARCH & DEVELOPMENT	MARKET RESEARCH
SALES FORCE	ADVERTISING	DAVID
MARK	JOHN	PHILIP
PETER	MICHAEL	SARAH
JULIE	CHRISTINE	DEBORAH
WILLIAM	JUDITH	RACHAEL
GEORGE		

THE LIFE AND TIMES OF JAMES WOOD

1946	Born in London.
1964	Went to Oxford University to study Law.
1967	Graduated from Oxford with a first. Joined Peter and Sons in Oxford as Assistant Manager.
1969	Married Jane White.
1970	Son David born.
1971	Left Peter and Sons and joined Alpha Inc. in London.
1972	Daughter Sally born. Promoted Sales Manager.
1973	Son John born.
1974	Moved to European Head Office in Brussels.
1983	Moved back to England and made Sales Director.
1987	Left Alpha Inc. to become Country Manager of Watsons.
2001	Retired.
2002	Grandson William born.
2003	Is now living with his wife in coastal town of Bournemouth.

Make sentences about the life of James Wood using the following phrases:

For 1 year.

For 2/3/4/5/9/11/14/18/33/34/36 years.

Examples:

He has been retired for 2 years.

Before he went to Oxford he lived in London for 18 years.

STAFF TURNOVER PUZZLE

The Human Resources Manager for TEXCOM has to give a presentation to the Managing Director on the staff turnover over the past few years. The presentation is for tomorrow but he has a problem. He has all the information but it is all mixed up. It is your job to help him sort it out.

At the end of 1996 there were 55 employees.

Over the next three years the number of employees changed. He knows that one year there were **58**, another **60** and another **62** but he doesn't know to which years the figures correspond.

He also has a list of details concerning staff movement. He knows that there are two pieces of information for each year but, again, he is not sure which corresponds to which year.

- 1) **Five people were taken on.**
- 2) **Five people retired.**
- 3) **Eight people were recruited.**
- 4) **Nine people were made redundant.**
- 5) **Six people resigned.**
- 6) **Ten people joined the company.**

Using the information above, try to work out:

- 1) How many employees there were for each year.
- 2) Which piece of information corresponds to each year.

YEAR	NUMBER OF EMPLOYEES	DETAILS
1996	55	Not available
1997		
1998		
1999		

EMPLOYEE PUZZLE

There are five managers in the Sales and Marketing Department but who does what and which is their office ?

Try to complete the table below by sharing, not showing, your clues with a partner.

	1	2	3	4	5
NAME					
RESPONSABILITY					
JOB PARTICULARITY					
TRANSPORT					

STUDENT A

1. John Deacon is in charge of key accounts.
2. Julie Sand walks to work.
3. The person in charge of advertising works next door to the manager who attends meetings in New York twice a month.
4. The manager who reports directly to the European manager cycles to work.
5. The manager responsible for prospecting new customers teleworks two days a week.
6. Mark Pratt comes to work on a motorbike.
7. The manager who travels a lot has a company car.
8. One of the managers is called David Malting.

EMPLOYEE PUZZLE

There are five managers in the Sales and Marketing Department but who does what and which is their office ?

Try to complete the table below by sharing, not showing, your clues with a partner.

	1	2	3	4	5
NAME					
RESPONSABILITY					
JOB PARTICULARITY					
TRANSPORT					

STUDENT B

1. John Deacon works in the first office.
2. The manager who is responsible for advertising has a motorbike.
3. The manager responsible for telesales works next door to the manager who has video conferences twice a week.
4. Mark Pratt works next door to the manager in charge of prospecting new customers.
5. Julie Sand attends meetings in New York twice a month.
6. The manager who is responsible for pricing comes to work by train.
7. The manager in charge of key accounts works next door to the manager who walks to work.
8. Helen Jordan has a bus pass.

<p>COMPANY NAME <i>Johnson Technology</i></p> <p>LINE OF BUSINESS <i>Computers</i></p> <p>BASED <i>England</i></p> <p>EMPLOYEES <i>100</i></p> <p>ANNUAL TURNOVER <i>£10m</i></p>	<p>COMPANY NAME <i>Dubois Construction</i></p> <p>LINE OF BUSINESS <i>Construction</i></p> <p>BASED <i>France</i></p> <p>EMPLOYEES <i>130</i></p> <p>ANNUAL TURNOVER <i>£20m</i></p>	<p>COMPANY NAME <i>TRF</i></p> <p>LINE OF BUSINESS <i>Advertising</i></p> <p>BASED <i>Germany</i></p> <p>EMPLOYEES <i>160</i></p> <p>ANNUAL TURNOVER <i>£15m</i></p>
<p>COMPANY NAME <i>DF Soft</i></p> <p>LINE OF BUSINESS <i>Computers</i></p> <p>BASED <i>England</i></p> <p>EMPLOYEES <i>130</i></p> <p>ANNUAL TURNOVER <i>£20m</i></p>	<p>COMPANY NAME <i>Terson</i></p> <p>LINE OF BUSINESS <i>Construction</i></p> <p>BASED <i>France</i></p> <p>EMPLOYEES <i>160</i></p> <p>ANNUAL TURNOVER <i>£15m</i></p>	<p>COMPANY NAME <i>Loft</i></p> <p>LINE OF BUSINESS <i>Advertising</i></p> <p>BASED <i>Germany</i></p> <p>EMPLOYEES <i>180</i></p> <p>ANNUAL TURNOVER <i>£12m</i></p>
<p>COMPANY NAME <i>Net Com</i></p> <p>LINE OF BUSINESS <i>Computers</i></p> <p>BASED <i>France</i></p> <p>EMPLOYEES <i>160</i></p> <p>ANNUAL TURNOVER <i>£12m</i></p>	<p>COMPANY NAME <i>Batty</i></p> <p>LINE OF BUSINESS <i>Construction</i></p> <p>BASED <i>Germany</i></p> <p>EMPLOYEES <i>180</i></p> <p>ANNUAL TURNOVER <i>£10m</i></p>	<p>COMPANY NAME <i>Williams</i></p> <p>LINE OF BUSINESS <i>Advertising</i></p> <p>BASED <i>Sweden</i></p> <p>EMPLOYEES <i>130</i></p> <p>ANNUAL TURNOVER <i>£20m</i></p>
<p>COMPANY NAME <i>Hinger</i></p> <p>LINE OF BUSINESS <i>Pharmaceutical</i></p> <p>BASED <i>Germany</i></p> <p>EMPLOYEES <i>130</i></p> <p>ANNUAL TURNOVER <i>£10m</i></p>	<p>COMPANY NAME <i>Pub Direct</i></p> <p>LINE OF BUSINESS <i>Advertising</i></p> <p>BASED <i>France</i></p> <p>EMPLOYEES <i>100</i></p> <p>ANNUAL TURNOVER <i>£12m</i></p>	<p>COMPANY NAME <i>Tarbuck Limited</i></p> <p>LINE OF BUSINESS <i>Construction</i></p> <p>BASED <i>England</i></p> <p>EMPLOYEES <i>180</i></p> <p>ANNUAL TURNOVER <i>£15m</i></p>

<p>COMPANY NAME <i>FR Systems</i></p> <p>LINE OF BUSINESS <i>Computers</i></p> <p>BASED <i>France</i></p> <p>EMPLOYEES <i>130</i></p> <p>ANNUAL TURNOVER <i>£10m</i></p>	<p>COMPANY NAME <i>AB</i></p> <p>LINE OF BUSINESS <i>Construction</i></p> <p>BASED <i>Germany</i></p> <p>EMPLOYEES <i>160</i></p> <p>ANNUAL TURNOVER <i>£20m</i></p>	<p>COMPANY NAME <i>Adform</i></p> <p>LINE OF BUSINESS <i>Advertising</i></p> <p>BASED <i>Sweden</i></p> <p>EMPLOYEES <i>180</i></p> <p>ANNUAL TURNOVER <i>£15m</i></p>
<p>COMPANY NAME <i>Sigcom</i></p> <p>LINE OF BUSINESS <i>Computers</i></p> <p>BASED <i>France</i></p> <p>EMPLOYEES <i>100</i></p> <p>ANNUAL TURNOVER <i>£20m</i></p>	<p>COMPANY NAME <i>Dorg</i></p> <p>LINE OF BUSINESS <i>Construction</i></p> <p>BASED <i>Germany</i></p> <p>EMPLOYEES <i>130</i></p> <p>ANNUAL TURNOVER <i>£15m</i></p>	<p>COMPANY NAME <i>Brink</i></p> <p>LINE OF BUSINESS <i>Advertising</i></p> <p>BASED <i>Sweden</i></p> <p>EMPLOYEES <i>160</i></p> <p>ANNUAL TURNOVER <i>£12m</i></p>
<p>COMPANY NAME <i>Inca</i></p> <p>LINE OF BUSINESS <i>Pharmaceutical</i></p> <p>BASED <i>Sweden</i></p> <p>EMPLOYEES <i>180</i></p> <p>ANNUAL TURNOVER <i>£12m</i></p>	<p>COMPANY NAME <i>Picton</i></p> <p>LINE OF BUSINESS <i>Pharmaceutical</i></p> <p>BASED <i>Sweden</i></p> <p>EMPLOYEES <i>100</i></p> <p>ANNUAL TURNOVER <i>£10m</i></p>	<p>COMPANY NAME <i>Formans</i></p> <p>LINE OF BUSINESS <i>Pharmaceutical</i></p> <p>BASED <i>England</i></p> <p>EMPLOYEES <i>180</i></p> <p>ANNUAL TURNOVER <i>£10m</i></p>
<p>COMPANY NAME <i>Porter and Co.</i></p> <p>LINE OF BUSINESS <i>Pharmaceutical</i></p> <p>BASED <i>England</i></p> <p>EMPLOYEES <i>100</i></p> <p>ANNUAL TURNOVER <i>£12m</i></p>	<p>COMPANY NAME <i>DH Drugs</i></p> <p>LINE OF BUSINESS <i>Pharmaceutical</i></p> <p>BASED <i>England</i></p> <p>EMPLOYEES <i>100</i></p> <p>ANNUAL TURNOVER <i>£15m</i></p>	<p>COMPANY NAME <i>FRT Technology</i></p> <p>LINE OF BUSINESS <i>Computers</i></p> <p>BASED <i>Sweden</i></p> <p>EMPLOYEES <i>160</i></p> <p>ANNUAL TURNOVER <i>£20m</i></p>

Two Managers

STUDENT A

John and Derek are both managers for Zicoterm, a German pharmaceutical company. With a partner, exchange information about these two managers to find differences between them.

John Sanders

John Sanders is a sales manager. He is based in Zurich in Switzerland. He is in charge of antibiotics. He is also responsible for marketing. He has a team of 5 assistants and 2 secretaries. He is also in charge of a sales force of 25 sales reps.

He has a company car and likes to visit some of the more important customers himself.

He reports to the European Sales Manager and he attends meetings in Brussels once a month.

He is married with 3 children.

He speaks 3 languages; German, French and English.

Two Managers

STUDENT B

John and Derek are both managers for Zicoterm, a German pharmaceutical company. With a partner, exchange information about these two managers to find differences between them.

Derek Harvey

Derek Harvey is a sales manager. He is based in Paris in France. He is in charge of antibiotics and painkillers. He has a team of 7 assistants and 2 secretaries. He is also in charge of a sales force of 35 sales reps. He often works in collaboration with the Marketing Manager.

He is also responsible for the North African countries so this means that he travels a lot.

He doesn't have a company car because when he travels he prefers to take the plane or the train.

He also goes to Brussels once a month for meetings and he reports to the European Sales Manager.

He is married but has no children.

He speaks 2 languages; French and English.