Answer key

1 Corporate culture

1.1 About business Work culture and placements

It depends on company culture. New employees need to try to work out quickly what is expected in each of the three situations and to adjust to the company culture as soon as they can. To start off though, it's probably salest to dress amarrly, not be the first or the last to leave the office, maybe make one or two contributions to a meeting, but more importantly to listen and Season and Great.

原工

- The experiment demonstrated how an unwritten rule is created.
- Seven examples of unwritten rules: nobody should ever climb the ladder
 - working long hours is more important than achieving results
 - the boss is always right, even when he's wrong
 - if you're not at your desk, you're not working
 - nobody complains, because nothing charges
 - women, ethnic minorities and the over 50s are not promoted
- the customer is king, but don't tell anyone, because management are more interested in profitability.

 3 New staff quickly learn when their ideas and opinions are listened to
- and valued, and when it's better to keep them to themselves, which assignments and aspects of their performance will be checked and evaluated, and whose objectives and instructions they can safely ignore. They learn from the way staff speak to management, to cuctomers and to each other, and from the differences between what is said, decided or promised, and what actually gets done.

Suggested arrespond

- Organizations and companies can try to avoid negative unwritten rules by respecting commitments, giving and listening to feedback, defining and applying clear procedures, providing training to develop a positive serock coefficies
- A government department:
- Office etiquette: formal dress code, strict office hours, inflexible, subject tio security constraints
- Relationships with colleagues, management and clients / business partners: hierarchical and formalized
- Autonomy and initiative: limited, strict procedures for everything A small public relations firm:
- Office etiquette: probably very informal, relaxed, flexible, results-
- orientated rather than time-conscious Relationships with colleagues, management and clients / business
- partners: friendly and participative, little or no visible hierarchy. Autonomy and initiative: wide, but must be justified.
- A manufacturing company:
- Answers will depend on national and corporate culture.
- Assessors will vary.

Alessandra was not accepted by her colleagues. David upset an intern. Alessandra misunderntood the (unwritten) office rules on working hours. David assumed Monica would know to inform him size had a dentist's appointment, but she didn't: Monica misinterpreted David's Irlendliness as changing the supervisor-intere relationship

Tel. 100

Shockents' mistakes:

- Alessandra's story: didn't ask about / was not sensitive to unwritten rules; didn't talk to colleagues
- David's story: took friendly culture at face value; didn't accept criticism; didn't learn from the problem

Supervisors' mintalance

- Alessandes's story: didn't tell student about unwritten rules; gave student too much autonomy; didn't make sure student met colleagues
- David's story: didn't explain local work culture: didn't keep enough distance from intere: didn't understand the intere's confusion

Answers will wars:

1.2 Vocabulary Work organization and responsibility

Suggested assesses:

- Foreman, supervisor, project leader, line manager, director (by hispranchical statust-
- section, department, office, branch, unit, subsidiary, division, company (Styr skine)
- 5 task, job, assignment, project (by importance)

100

David Durnen - COO

- Administration: Monica Overstroot is Office Manager + two accountants Marketing and Sales Bertram Newman Marketing and Sales Manager one art director, one PE officer and two salestness E&D Dooglas Pearson R&D Manager seven magach scientists
- Engineering: Herb Munroe Program Manager two software engineers and one technical writer

IT and Technical Support: Rosane Pawle - IT Manager + one pub developer and two support engineers

BE 38

- Because Warndar is a small company.
- Because Warndar is growing fast, so it's going to change as they hire new 20 salind's.
- Because right now they don't have an HR department as such. The COO runs the business on a day-to-day basis. The CEO deals with
- strategy and she's on the board of the parent company
- 26 Irysis is Warndar's parent company. They took Warndar over a couple of He resigned when he was appointed Head of IT at a big consultancy firm
- but was fired after there months.

 Bescarch and Development, Engineering, and Marketing and Sales.

 Doug Peanson coordinates development programmes; he liaises with
- Marketing and Engineering. BEC 100

3

3 (0) 4 40 . 55 TeO 403 7 10 9.0 66 (0) W 101

100

1 slongside 2 under 46 and The last of 35 466

1.3 Grammar Past tenses and advice structures

1 **Bandoli** 2 Fund faillion 3: was beginning / had begun 5 called had given had closed 6 had improved 4 7 Fraud Sourcett weene risking 3.0

B1-78

1 ask 2 asking 3 asking 4 7 to ask 8 ask 9 to ask 10 Strong recommendations: 1, 4, 7, 9, 12 4. No make 5 andring 6 ask: 10 to ask 3.3 booking Careful or friendly suggestions: 2, 5, 5, 6, 8, 10, 11

- The CEO did very well for himself. The CEO gave a party.
 The CEO challenged his team. He showed the executives the pool.
- There was a loud splash. Exergenc followed the CEO to the barbeous.
- The CFO secan for his life, fiveryone arrived back at the pool
- The CFO reached the edge. The crocodiles tried to catch him.

 A crocodile tried to bite the CFO. The CFO climbed out of the pool. 6

- had done; was proudly showing head built.
- head joint started; was
- turned around; ran back; was swimming
- had almost caught; reached
- 65 had / 'd just managed; beard

B. 38

- Structuret At 43 400 40 10 0 10 181 40 190 100 Signature 1975 dis 35 bo 1 40 25 100.3 40 55 The be 100 34 2 360 403 10 190 100 10 No.
- (7 ho and 10 it are also possible).

1.4 Speaking Meetings - one-to-one

- Answers depend on local and work cultures. Suggested answers:

 1 In most English-speaking cultures, this is the norm, with the notable exception of Africa, where supertions, and frequently poers, are addressed by their surname. Use of the first name is also unusual in much of Asia. and in Germany
- Some cultures, like France, make a clear distinction between business and personal life. Others, like the Swedish furniture company likes, organize regular social events, where all levels of staff are expected to entire Deposits
- In most Latin cultures, managers will expect subordinates to perform tasks like making coffee. Some staff in Nordic cultures may be shocked and even insulted by such a request.
- This usually depends more on the type of work involved than on local or work culture. Personal calls for staff in production may be very unwelcome, whereas in departments like sales or marketing, where work organization is more flexible, there is usually no particular problem.
- This is the case in many English-speaking and Nordic cultures, especially in the USA. In Latin and Asian countries, the opposite is often true, with
- a certain kudos or even machismo associated with working late. This probably depends on the organization as much as on the culture: in large scientific meetings, for example, the majority of attendees will not he expected to smook.

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