

**What is a company  
profile?**

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# Unit 1

## Organization

**Text B: TAF Profile**

# Teaching Objectives

01

To know departments and their functions

02

To put into use

01

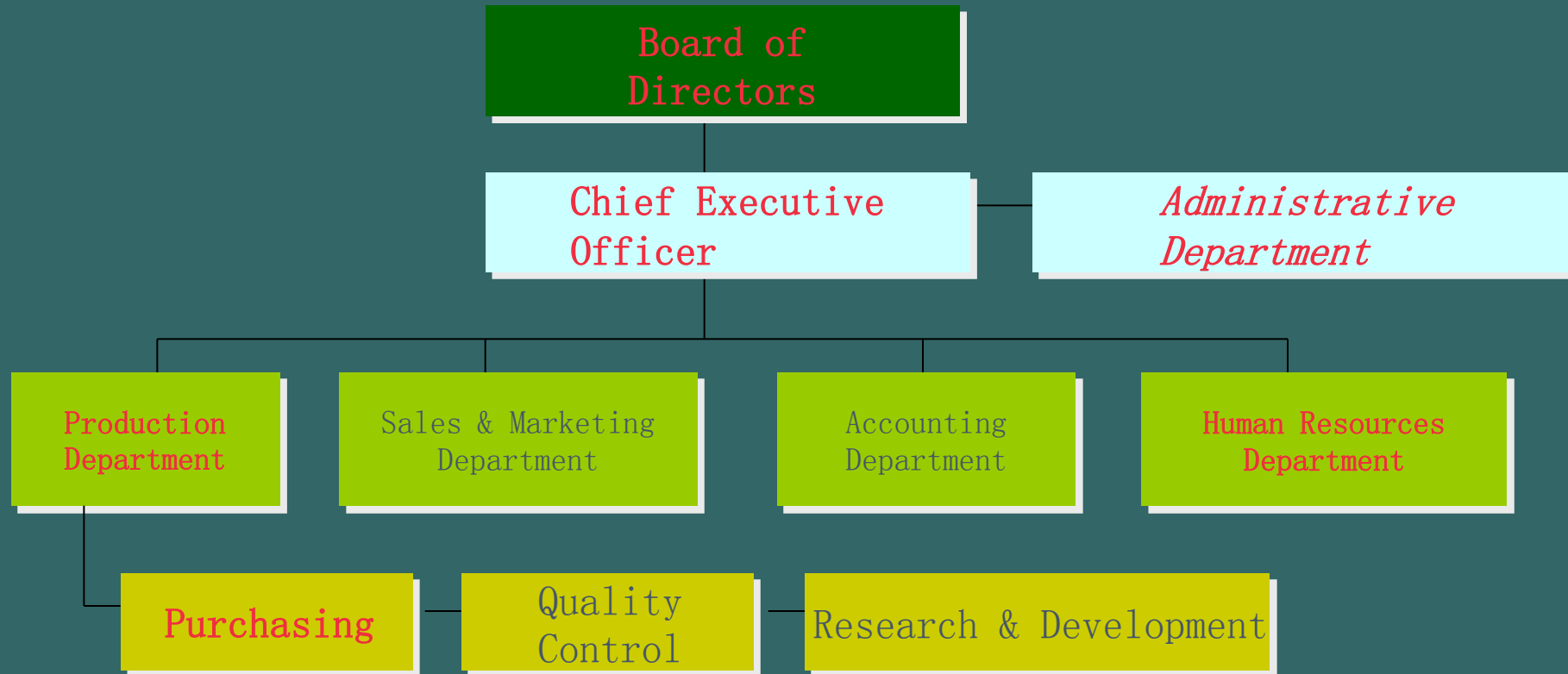
# Departments and functions

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# Departments and functions

This is the company's **organization chart**, including all departments and their functions.



# Departments and functions

01

## Board of Directors

the governing body of the company



# Departments and functions



02

Chief Executive Officer (CEO)

works closely with the Board to provide leadership for the company

# Departments and functions

03

## Administrative Department

provides support and service for  
the Board and the CEO



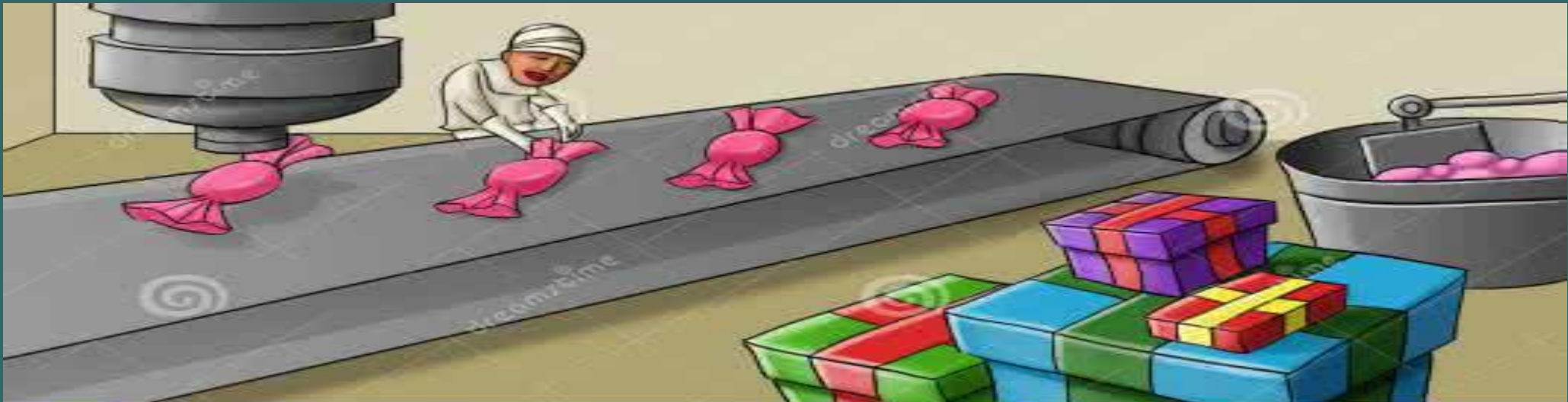


# Departments and functions

04

## Production Department

responsible for the development and manufacturing of products



# Departments and functions

05

Purchasing



in charge of the actual buying  
of all items

# Departments and functions

06

## Human Resources (HR) Department



manages the administrative aspects  
of the employees

02

Put into use

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# Put into use

## TASK 1

The CEO of TAF received reports of the following incidents.

Help him decide which departments should be held responsible for the problems described.



# Put into use

01

1. Three engineers in R&D didn't get their wages on time.

**Human Resources Dept.**

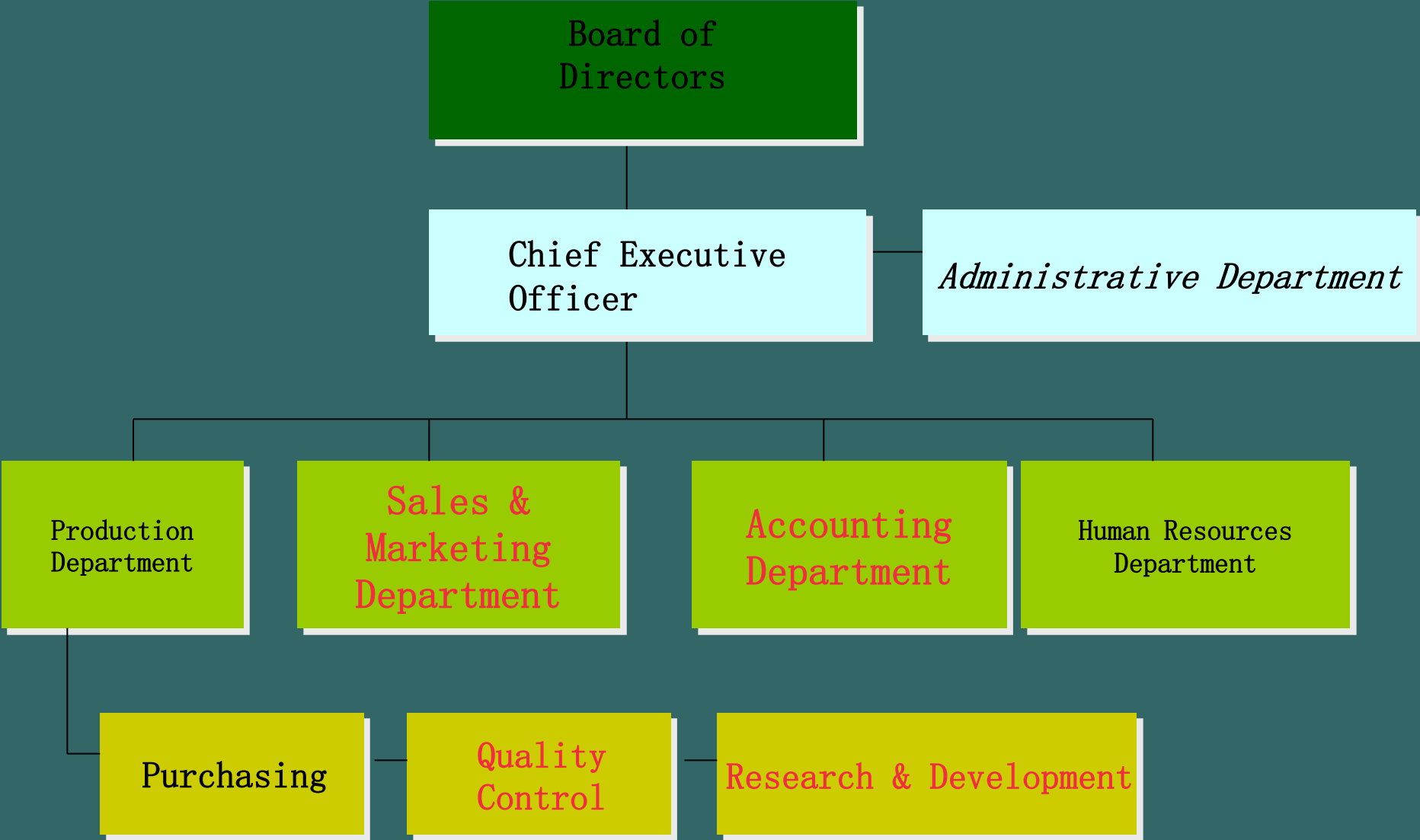


**To understand all the other 4  
departments and their functions**

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**Assignments**

# Homework







THANK YOU