

People and workplaces

The people who work for a company, all the people on its payroll, are its employees, personnel, staff, workers or workforce. But these words can mean just the people doing the work of a company, rather than those leading it and organizing it: the management.

A company's activities may be located in different sites. A company's most senior managers usually work in its head office or headquarters (HQ). Some managers have their own individual offices, but in many businesses, most employees work in open-plan offices: large areas where many people work together. Administration, the everyday work supporting a company's activities, is often done in offices like these by administrative staff or support staff. In large organizations there is a human resources department that deals with pay, recruitment, etc. Another name for this department is the personnel department.

Most companies also have labour (or trade) unions: organizations defending the interests of workers. When workers are not happy with pay or conditions, they may take industrial action: a strike, when they stop working for a time or a go-slow, when they continue to work but more slowly than usual.



Ex. 1 Find the words or expressions in the text which mean the following:

- 1) the list of people in a company showing how much they earn: _____
- 2) to control a company: _____
- 3) people who control a company: _____
- 4) a place where something is: _____
- 5) to help someone or something: _____
- 6) to do something as your duty: _____
- 7) the money we earn: _____
- 8) to protect someone or something: _____
- 9) a situation when employees refuse to do their job: _____

Ex. 2 Match the expressions from the two columns into logical collocations:

- | | |
|---------------|------------|
| 1) company's | unions |
| 2) head | staff |
| 3) industrial | office |
| 4) large | manager |
| 5) personnel | department |
| 6) senior | area |
| 7) support | action |
| 8) trade | activities |

Ex. 3 Provide English equivalents of these expressions:

1) miejsce pracy	7) biuro
2) lista płac	8) wspierać
3) pracownicy	9) dział
4) kierownictwo	10) płaca
5) zlokalizowany	11) rekrutacja
6) siedziba główna	12) bronić

Grammar corner...

Words: *employees, workers, personnel, staff* and *workforce* have a similar meaning but represent two different kinds of nouns: the first two are countable, the others uncountable. The difference is that countable nouns have a plural form and uncountable ones not.

Ex. 4 Decide which of these nouns are countable and which uncountable:

book, bottle, bread, dollar, hour, juice, money, orange, paper, sandwich, time, wine
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countable	uncountable

GLOSSARY	
payroll	lista płac
employees/personnel/staff/workers/workforce	pracownicy
to lead	stać na czele
management	kierownictwo, zarząd
to be located	być zlokalizowanym
site	miejsce
to support	wspierać
administrative	administracyjny
department	dział
human resources	zasoby ludzkie
to deal with	zajmować się
pay	wynagrodzenie
recruitment	rekrutacja
labour/trade unions	związki zawodowe
to defend	bronić
interests	interesy
industrial action	akcja protestacyjna
a strike	strajk
a go-slow	strajk włoski

ANSWER KEY:*Ex. 1*

- 1) payroll
- 2) to lead
- 3) management
- 4) site
- 5) to support
- 6) to deal with
- 7) pay
- 8) to defend
- 9) industrial action

Ex. 2

- 1) company's activities
- 2) head office
- 3) industrial action
- 4) large area
- 5) personnel department
- 6) senior manager
- 7) support staff
- 8) trade unions

Ex. 3

- 1) workplace
- 2) payroll
- 3) employees/workers/staff etc.
- 4) management
- 5) located
- 6) head office / headquarters
- 7) office
- 8) support
- 9) department
- 10) pay
- 11) recruitment
- 12) defend

Ex. 4

<i>countable</i>	<i>uncountable</i>
<i>book</i>	<i>bread</i>
<i>bottle</i>	<i>juice</i>
<i>dollar</i>	<i>money</i>
<i>hour</i>	<i>paper</i>
<i>orange</i>	<i>time</i>
<i>sandwich</i>	<i>wine</i>