

## An Organization Chart

## الهيكل الإداري

A fairly typical organization for a manufacturing firm is divided into Finance, Production, Marketing and Human Resources departments.

ينقسم الهيكل التنظيمي شبه النمطي لمنشأة صناعية إلى الإدارات المالية والإنتاج والتسويق والموارد البشرية.

The Human Resources department is the simplest. It consists of two sections. One is responsible for recruitment and personnel matters; the other is in charge of training.

وتعد إدارة الموارد البشرية أبسط الهياكل، فهي تنقسم إلى قسمين. أحدهما مسؤول عن التوظيف وشؤون الأفراد، والآخر يتولى مسؤولية التدريب.

The Marketing department is made up of three sections: Sales, Sales Promotion, and Advertising, whose heads are all accountable to the marketing manager.

وتنقسم إدارة التسويق إلى ثلاث أقسام: المبيعات، وتنمية المبيعات، والدعاية، وهي الأقسام المسؤولة أمام مدير التسويق.

The Production department consists of five sections. The first of these is Production Control, which is in charge of both Scheduling and Materials Control. Then there's Purchasing,

وتنقسم إدارة الإنتاج إلى خمسة أقسام. أول هذه الأقسام قسم الرقابة على الإنتاج، وهي معنية بوضع جداول الإنتاج والرقابة على الخامات. ثم تأتي أقسام المشتريات والتصنيع والرقابة على الجودة والدعم الهندسي.

Manufacturing, Quality Control, and Engineering Support. Manufacturing contains three sections: Tooling, Assembly, and Fabrication.

Finance is composed of two sections: Financial Management, which is responsible for capital requirements, fund control, and credit and Accounting.

ويتضمن قسم التصنيع ثلاثة أقسام: الماكينات والتجميع والتصنيع.

الإدارة المالية وتتكون من قسمين: الإدارة المالية وهي المسؤولة عن المتطلبات الرأسمالية والرقابة المالية و الائتمان، وقسم المحاسبة.

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## Definitions:

**Organization Chart:** a diagram showing the tasks and responsibilities of the part of a company, and how they are related.

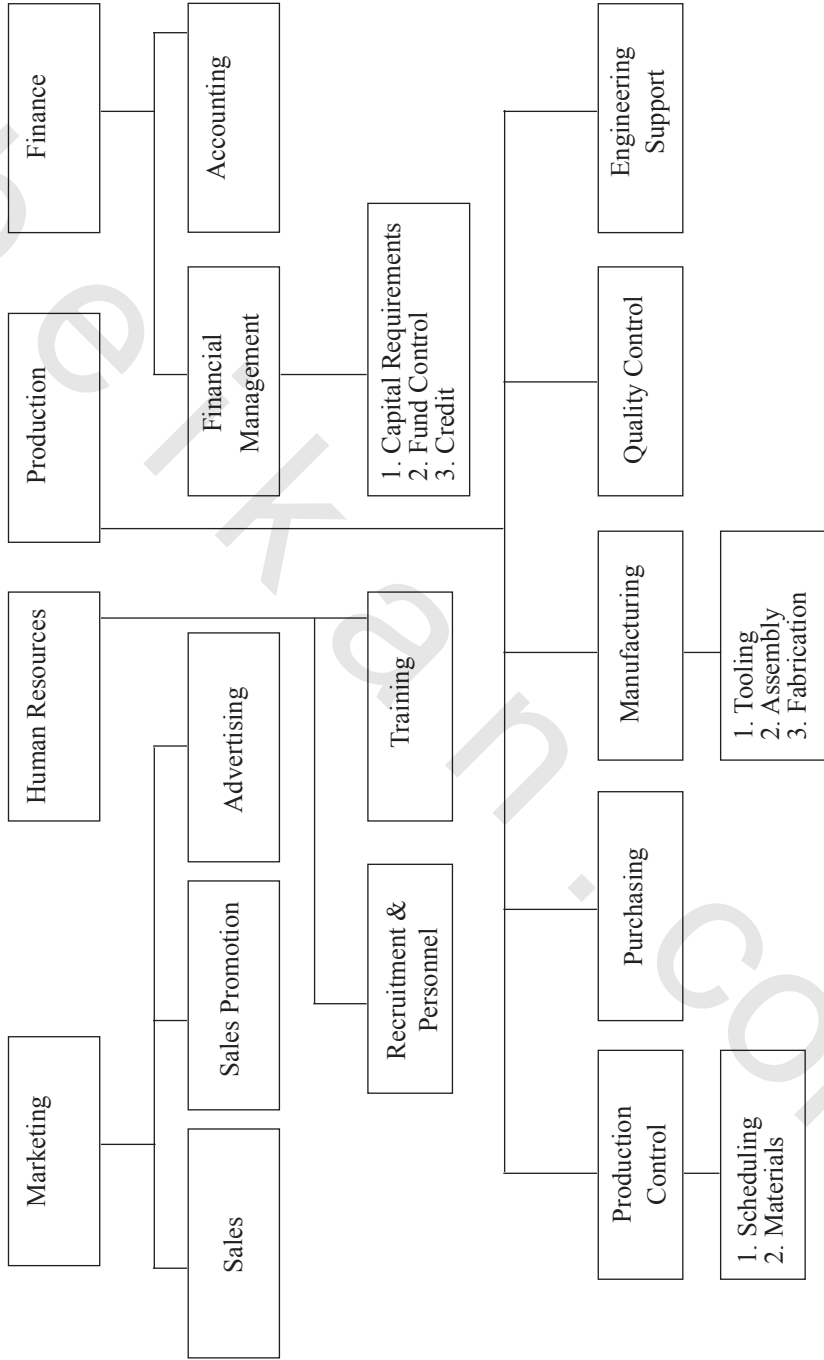
**Human Resources:** another name for people, and their skills and abilities.

**Finance:** money, and its provision and management.

**Marketing management:** the planning, implementation and control of marketing activities such as product design, pricing, communication and distribution.

**Production:** the act of producing; the amount produced.

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## Lesson 6: Exercises

# Organization Chart

**First Question:** Fill in the spaces form the words between brackets:

1. The Human Resources department consists of (**three-five-two**) sections.
2. One of the sections of Human Resources department is responsible for (**manufacturing-recruitment-Accounting**); the other is in charge of (**Sales Promotion-training-Production Control**).
3. The Marketing department is made up of (**three-two-four**) sections.
4. Sales, Sales Promotion, and Advertising heads are all (**unaccountable-superior-accountable**) to the (**marketing manager-board of directors-production manager**).
5. The Production department consists of (**two-four-five**) sections.
6. (**Production Control-Purchasing-Engineering Support**) section is in charge of both Scheduling and Materials Control.
7. Finance is composed of (**two-three-five**) sections.
8. Human Resources is another name for (**managers-people-founders**), and their (**skills-mistakes-fund**) and abilities.
9. Finance is (**production-marketing-money**), and its provision and (**mismanagement-management-manager**).
10. A fairly typical organization for a manufacturing firm is divided into (**two-three-four**).

**Second Question:** Define the following:

1. Organization Chart
2. Human Resources

3. Finance
4. Production

**Third Question:** Fill in the spaces form the following words and terms:

*marketing- Financial- capital- fund- credit - accountable- Finance- Human Resources- fund- simplest- personnel- Control-Materials- Assembly- Financial-training- Advertising- Sales- Production- capital- credit.*

1. A fairly typical organization for a manufacturing firm is divided into \_\_\_\_\_, Production, Marketing and \_\_\_\_\_ departments.
2. The Human Resources department is the \_\_\_\_\_. It consists of two sections. One is responsible for recruitment and \_\_\_\_\_ matters; the other is in charge of \_\_\_\_\_.
3. The Marketing department is made up of three sections:\_\_\_\_\_, Sales Promotion, and \_\_\_\_\_, whose heads are all \_\_\_\_\_ to the \_\_\_\_\_ manager.
4. The \_\_\_\_\_ department consists of five sections. The first of these is Production \_\_\_\_\_, which is in charge of both Scheduling and \_\_\_\_\_ Control.
5. Manufacturing contains three sections: Tooling, \_\_\_\_\_, and Fabrication.
6. Finance is composed of two sections: \_\_\_\_\_ Management, which is responsible for \_\_\_\_\_ requirements, \_\_\_\_\_ control, and \_\_\_\_\_ and Accounting.

**Fourth Question:** Translate the following:

The Production department consists of five sections. The first of these is Production Control, which is in charge of both Scheduling and Materials Control. Then there's Purchasing, Manufacturing, Quality Control, and Engineering Support. Manufacturing contains three sections: Tooling, Assembly, and Fabrication.