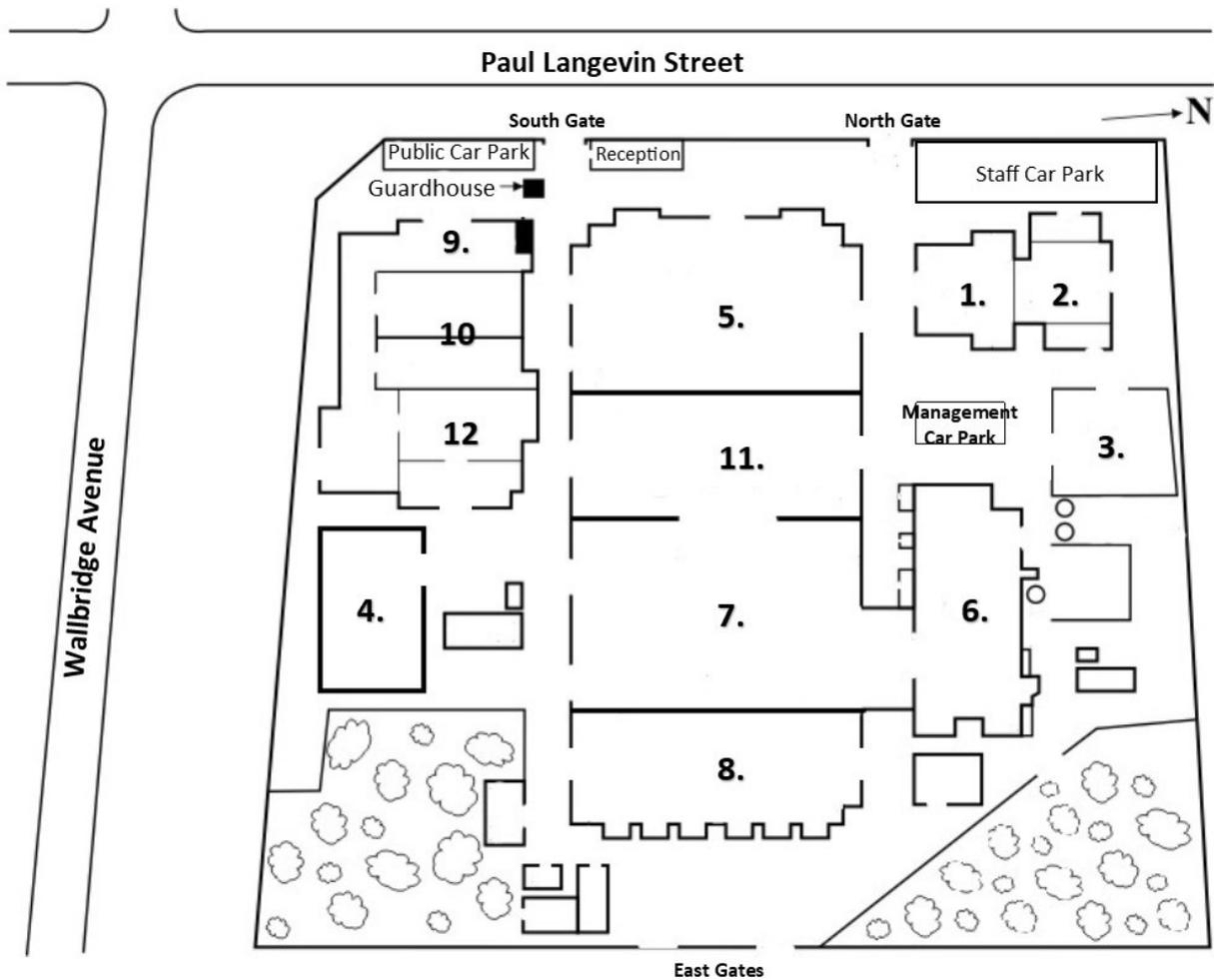


Understanding how a company functions



- IV. Listen to a presentation given by Jack Sampson to a group of visitors at Wakeman and Davids Company in Norwich, UK. Identify the different places numbered on the above plan with the following list:

[Task 1 Activity 2a Audio](#)

PLACE	No.
Warehouse	
Administration	
Presentation room	
Workshops	
Research & Development	
Management	
Visitors centre	
Assembly line	
Purchasing	
Loading Bay	
Meeting rooms	

Canteen	
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Answer Key:

PLACE	No.
Warehouse	7.
Administration	1.
Presentation room	12.
Workshops	5.
Research & Development	6.
Management	3.
Visitors centre	9.
Assembly line	11.
Purchasing	2.
Loading Bay	8.
Meeting rooms	10.
Canteen	4.

Audio Transcript:

Good morning ladies and gentlemen, and welcome to Wakeman and Davids! I hope you had a pleasant trip to come to Norwich today. My name is Jack Sampson, and I work in the Research and Development Department. I will be your guide this morning, and hope to give you a more detailed insight into what we do here. Before we get started, I just wanted to go through the map of the site which you were given as you came off the coach just now, so that you can have a better understanding of the company's layout and, hopefully, not get lost!

We are currently here in Reception, which as you can see is just inside the South Gate next to the public car park where you arrived. In a moment, we will be walking over to the Visitors' Centre, just past the Guardhouse and opposite the car park. Here, you will be given your welcome package and a badge, which I must please ask you to wear at all times. Security is

very tight at the moment so please try not to wander off away from the main group. Thank you. After that, we will walk down the corridor here, past the 2 meeting rooms on the left, and into the Presentation Room, at the other end of the building. Here, we will be met by the CEO, June Wickfield, who will give you a brief overview of the history and current and future activities of the company. Her office is normally situated on the other side of the company site, in the Management building just to the right of the Management car park, which you can see just here. In fact, most of our admin is situated over there, from the Purchasing Department, just here between Management and the staff car park, and the General Administration, just to the left. Do you see that? Good.

Anyway, back to the visit. After June's presentation, we will exit the Presentation room to go into the large building which is located in the middle of the map. This is obviously where the main activities of the company take place. You can see that it is divided into 4 main sections. At the top, and just opposite Reception, in fact, are the workshops, where we start manufacturing our products, before they go into the space below that, which is the main Assembly line. You will be given protective clothing and goggles, and hard hats before entering these zones, but please be careful when you go in, as there is obviously a lot of machinery in these areas. The warehouse is just below the Assembly line where we stock our finished products, and below that again is the loading bay, which is just opposite the East gates here. These gates provide access to the lorries that come to transport our goods.

I will also take you into where I work, which is the Research and Development Department: this large area situated to the right of the warehouse. See that? OK. I'm afraid I cannot show you all our research, as some is rather confidential, but I will do my best to give you an overview of some of the work here. We should be finished by midday, and we would be delighted to offer you lunch afterwards in our staff canteen. That's the building here, located on the left, and just below the presentation room I described earlier. Finally, if you do somehow get lost, I would recommend making your way back to the Visitors' Centre where someone will help you. OK everyone? Right, so if you'd like to follow me, we will begin our visit ...