## MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

I.O. Reshetniak

ENGLISH FOR PROFESSIONAL PURPOSES (Organisation Management and Business Administration)

## Reviewers:

- O. Gulich, Candidate of Philological Sciences, Assistant Professor at the Department of English Language Theory and Practice at G. Skovoroda Kharkiv National Pedagogical University
- O. Oleksenko, Candidate of Pedagogical Sciences, Assistant Professor at the Department of Humanitarian and Social and Economic Disciplines at Kharkiv International Medical University

Affirmed at the meeting of the Department of Pedagogy, Foreign Philology and Translation.

Minutes № 1, 25.08.2022.

Рекомендовано до видання рішенням Вченої ради Харківського національного економічного університету імені Семена Кузнеця.

Протокол № 1 від 31.08.2022 р.

This manual corresponds to the curriculum of training future specialists in Organisation Management and Business Administration. It embraces the following topics: Management, Company Structure, Types of Company, Recruitment, Banking and Company Finance. It includes authentic texts, exercises, role plays and points for discussion.

Recommended for teachers and students of Economics.

## Contents

Introduction	3
Management	4
Company Structure	27
Types of Company	42
Recruitment	55
Banking	40
Company Finance	. 69
Literature	. 111