

I. Vocabulary

- production** – making or manufacturing of goods for sale; the amount produced
- domestic production** – production of goods for the home market
- mass production, flow production** – manufacturing of large quantities of goods
- batch** – group of items which are made at one time and in one operation
- batch production** – production in batches
- job production, jobbing production** – making goods in small factories or workshops where each order is for a different product
- product** – thing which is made or manufactured for sale
- produce** – output in agriculture, e.g. daily dairy produce
- basic product** – main product made from a raw material
- by-product** – less important product, secondary product made as a raw material is being processed
- end product, final product** – product made in the end of a production process
- finished product** – manufactured product which is ready to be sold
- industry** – all factories or companies or processes involved in the manufacturing of products; group of companies making the same type of products, e.g. the tourism industry, glass industry
- manufacture** – to make a product for sale; making a product for sale using machines
- manufacturing** – producing machine-made products for sale
- primary industry** – one that is concerned with collecting and bringing in materials that exist in nature, such as farming, fishing and mining
- secondary industry** – any industry that uses the materials gathered in by primary industries to produce commodities that man can use either as capital goods or as consumer goods

tertiary industry – any industry that does not produce an article or commodity but performs and provides a service, such as trade, banking, insurance and also personal services

quaternary sector – IT, consultancy, research and development

gross domestic product (GDP) – annual value of goods and services sold and paid for inside a country

gross national product (GNP) – annual value of goods and services in a country including net income from own citizens working in other countries

II. Vocabulary Practice

1. Define or explain the following terms:

product / basic product / final product / gross national product / gross domestic product / primary industry / industry / secondary industry / tertiary industry / manufacturing industry / service industry

Verbs to be used: to be; to be defined as; to be characterized as; to represent; to consist in

Example: A product is a thing which is made, manufactured or brought into existence. A product is defined as / can be characterized as a thing... Production consists in making or manufacturing the goods.

2. Word Building

Look at the words formed from verbs **employ**, **manufacture**, **produce**, **export** and the the noun industry. Work out what part of speech each word is, what suffix or prefix is used and where the stress falls. Then use each word in a sentence:

1 employ

employed =

employee =

employment =

employer =

employable =

unemployed =

unemployment =

unemployable =

2 manufacture

manufacture =

manufacturer =

manufacturing =

manufactured =

3 produce

produce =	product =
producer =	production =
produced =	productive =
producing =	productively =
productivity =	

4 export

export =	exporter =
exporting =	exportation =

5 industry

industry =	industrialize =
industrial =	industrialized =
industrialist =	industrialization =

3. Complete the sentences using one of the words or expressions in the box below:

Aided by Australia's political stability, rich natural, steady population growth and substantial from within the country and overseas amounts to 17 % of and more than 20 % of exports. One sixth of the country's workers are in manufacturing industry. Many Australian companies overseas products under licence. The is the largest segment of the Australian economy. The major in the sector is retail and wholesale trade. The number of in the sector amounts to about 76 % of total Australian employment. Before World War II Australia depended largely on but after the war, the grew rapidly. Although reliance on rural has diminished over the years, Australia is still an important and of farm products, leads the world in wool and is a significant of wheat and sugar.

employment, employer, employed, producer, production, resources, primary, production, manufacturing industry, manufacture, produce, manufacturing sector, tertiary sector, gross domestic product, industry, capital investment, exporter, supplier, employees

4. Translate

1. Kusová výroba spočívá ve výrobě zboží podle požadavku spotřebitele. 2. Výrobky jsou dodávány v sériích. 3. Je nutno vyhovět trvalé poptávce po zboží. 4. Objem výroby se zvyšuje. 5. Zpracovatelský průmysl dosahuje 45 % hrubého domácího produktu. 6. Průmysl cestovního ruchu pomáhá zlepšit zaměstnanost zejména v regionech. 7. Jednotlivé typy výroby mají jak výhody, tak i nevýhody. 8. Naše země není bohatá na přírodní zdroje. 9. Služby v národním hospodářství představují důležitý zdroj příjmů.

III. Reading: Production

It is usual to classify types of production as a job production, batch production and flow production. In job production, products are supplied to the special requirements of a customer, and the whole project is undertaken as one operation which is completed before passing on to the next. A good example of this kind of work is shipbuilding. In job production, a single item is produced at a time, whereas in batch production a number of similar items are produced in order to meet a continuing sales demand. Batch sizes vary, but the quantity which is produced amounts to more than immediate requirements, and the surplus production is stored. Finally, in flow production, the manufacture of a product proceeds from one operation to another at a planned rate of output.

Flow production is associated with flow layouts, whereas job and batch productions are associated with process layouts. In a process layout, machines of a similar type are grouped together in the same section of the factory, and work in progress is moved from one part of the factory to another. In a flow layout scheme, the manufacturing equipment is arranged in the same sequence as the operations performed on the product. The output for each operation must be balanced in order to provide a smooth flow of work.

There are advantages in both types of layout. In a process layout system there is more flexibility, and a greater specialization of machines and labour is possible, while in a flow layout system it is not necessary to maintain a high level of stocks or to demand great skill in the workforce.

Nowadays special requirements of clients are respected also in service industry. Thus products or services are tailored exactly to the needs or wishes of clients.

IV. Comprehension Check

5. Read the text and say what the underlined words refer to:

- a) before passing on to the next (line 4)
- b) this kind of work (line 4)
- c) but the quantity which is produced (line 7)
- d) from one part of the factory to another (line 13)
- e) The output for each operation (line 14)
- f) services are tailored to (line 21)

6. Are the statements TRUE or FALSE? Answer and then correct the statements which are false:

- a) Job production is aimed at the manufacture of a surplus.
- b) A single product requires a single production method.
- c) Process layouts are appropriate to both job and batch production.
- d) In a flow layout scheme the manufacturing equipment is arranged in the same section of the factory.
- e) A flow layout system is more flexible than a process layout system.
- f) Job and batch productions are associated with a greater specialization of machines and labour.
- g) Customized or tailored products and services are designed to meet requirements of individual clients

7. Start the statements with the opinion expressions. Join them in one paragraph, translate into Czech and explain the difference compared with the next:

Opinion expressions: It is argued that; That is to say; However, this is not always the case, since; In fact, nevertheless, on the other hand, etc.

- a) The type of production method which is employed depends on the development of an individual company.
- b) Many factories begin manufacturing on a job production basis and proceed to batch and flow production methods.
- c) The type of production is not necessarily determined by the product volume which it is aimed at.

d) In the car industry, tools are produced by jobbing methods, components are produced by batch methods, and the final product is assembled by flow methods.

8. Now put the completed paragraph in the right place in the text to illustrate the classification and description of the three types of production, using author's opinions.

9. Prepare a summary of the text in Reading in no more than 10 sentences.

V. Supplementary Reading

10. Read the text and fill in an appropriate personal or impersonal opinion expression from the box below. Then find the expressions used for asking for opinions:

Report on Production Methods and Processes. (Discussion)

A: Well, gentlemen,1..... you have both read the consultant's report on our production methods and processes'?

B: Yes, sir. Mr. C. and I have been giving it a lot of thought.

A: And what are you feeling about it, Mr. B.?

B:2..... the report makes good sense.

C: But3..... it is stated here that we have difficulty in meeting our product volume because our production processes are inefficient.

A: And you disagree. Mr. C?

C: Not disagree, no. But4..... it does not say very much about the future.

A: ...5... for us to make decision without a detailed analysis and the consultant's help.

B:6..... Mr. A But can we take it that the company is going to make a decision about the reorganization of the manufacturing layout?

A:7..... Notice that it is recommended in the report that we change over from a process layout system to a flow system. What do you think about it, Mr. C?

C: From the point of view of system8..... .

B:9..... that's true from the demand point of view as well.

A: Just a moment ...10... you don't agree with the idea of such a changeover.

C:11..... we would face serious problems associated with job grades, responsibilities. salaries and deskilling.

I take it that / I think I agree / I suppose / I really do think that / I do have some worries that / In my view / I mean / In my opinion / In fact / Perhaps not / Certainly / Quite so / That's right / You're right / I agree / Generally speaking / Perhaps not, but it would be impossible / As you can see

11. Read the discussion again and act out a similar conversation.

12. Translate:

1. Ve zprávě o společnosti "X" se uvádí, že společnost má obtíže v plnění požadavku objemu výroby. 2. Zdůrazňuje se zde, že výroba je neefektivní a také se doporučuje přejít ze souběžného systému výroby na systém proudový. 3. Obecně řečeno, tato doporučení by mohla způsobit vážné potíže s pracovními silami a s jejich rekvalifikací. 4. Avšak vedení společnosti doufá, že změna bude plynulá a bez problému, 5. Všeobecně se věří, že od začátku příštího roku se zvýší státní půjčky. 6. Při kusové výrobě se každý kus vyrábí jednotlivě. 7. U sériové výroby převyšuje vyrobené množství okamžitou poptávku. 8. Nadbytečná produkce se proto skladuje. 9. Služby jsou nehmotné, a proto jejich výstup nelze skladovat.

VI. English-Czech Vocabulary

aim at	směřovat k
amount to	dosahovat výše, činit (kolik)
assemble	montovat, sestavit; shromáždil se
batch production	sériová výroba, výroba v sériích
batch size	velikost série
change over (from to)	přejít (z na)
changeover	přechod, změna
consultant	odborný poradce, konzultant
continuing	stálá, trvalá
sales demand	prodejní poptávka: poptávka na trhu
continuous production	plynulá výroba
customized (service)	(služba) uzpůsobená dle přání zákazníka
deskilling	ztráta kvalifikace (např. nezaměstnaností); snížení počtu kvalifikovaných pracovníků
final product	finální, konečný výrobek
flow layout	system plynulé výroby
flow production	proudová výroba
flow of work	průběh práce
government grant	vládní půjčka
group together	soustředit, seskupit
item	položka, kus, výrobek
job grades	pracovní zařazení
job production	zakázková, kusová výroba
layout	situační řešení, uspořádání (továrny)
manufacturing	zpracovávání, výroba
manufacturing equipment	výrobní zařízení
manufacturing industry	zpracovatelský průmysl
manufacturing layout	uspořádání továrny podle způsobu výroby
mass production	hromadná výroba

meet a demand	vyhovět poptávce, uspokojit poptávku
pass on (to)	předat, postoupit, přejít na (do)
proceed from ... to	postupovat, pokračovat od
process	proces, postup; zpracovat, opracovat
process layout	souběžné uspořádání (v jednoúčelových dílnách)
processing	zpracování, opracování, postup, výroba
production	výroba, produkce
product volume; volume of production	objem výroby, množství výrobků
rate of output	výrobní tempo, v. rychlost
reskilling	rekvalifikace
scheme	program, schéma, soustava
size	velikost; objem
skilled labour force (workforce)	kvalifikované pracovní síly
smooth	plynulý
store	skladovat, uskladnit
surplus production	nadvýroba, přebytečná výroba
tailored	šitý na míru
trouble-free	bez obtíží
undertake	podniknout, vzít na sebe
work in progress	rozpracovaná výroba