

1.1 The departments in a company

Marketing	Financial services	Public Relations (P.R.)	Information Technolo
Human Resources (H.R.)/Personnel		Production	Research and Development (R and I)
Legal Affairs	Quality	Purchasing	Maintenance
Accounts	Maintenance	Customer service	Sales
	Payroll	Packaging	

What department does which job? Match each job from the column on the left to a company department from the column on the right:

- | | | |
|---|---|----------------------|
| 1. puts the product into boxes? | F | A.Training |
| 2. pays wages and salaries? | I | B.Production |
| 3. plans how to promote products? | D | C.Purchasing |
| 4. has systems to prevent mistakes? | M | D.Marketing |
| 5. looks after the equipment? | O | E.Personnel |
| 6. deals with complaints? | K | F.Packaging |
| 7. manufactures the products? | B | G.Sales |
| 8. sends invoices to customers? | H | H.Accounts |
| 9. buys equipment? | C | I.Payroll |
| 10. arranges credit facilities? | L | J.Distribution |
| 11. helps staff develop new skills? | A | K.Customer Service |
| 12. sends products to the customer? | J | L.Financial services |
| 13. buys media space? | N | M-Quality |
| 14. recruits new staff? | E | N.Advertising |
| 15. sends representatives to visit customers? | G | O.Maintenance |